

Health and safety policy

1. General Statement

This organisation is committed to ensuring the health, safety and welfare of its employees, so far as reasonably practicable. We also fully accept our responsibility for other persons who may be affected by our activities. We will take steps to ensure that our statutory duties are met at all times, including those duties set out in the Health and Safety at Work etc. Act 1974.

Each employee will be given such information, instruction and training as is necessary to enable the safe performance of work activities.

It is the duty of management to ensure that all processes and systems of work are designed to take account of health and safety and are properly supervised at all times.

Adequate facilities and arrangements will be maintained to enable employees and their representatives to raise issues of health and safety.

Competent people will be appointed to assist us in meeting our statutory duties including, where appropriate, specialists from outside the organisation.

Every employee must co-operate with us to enable all statutory duties to be complied with. The successful implementation of this policy requires total commitment from all levels of employee, from the boardroom to the shop floor. Each individual has a legal obligation to take reasonable care for his own health and safety, and for the safety of other people who may be affected by his or her acts or omissions. Full details of the organisation and arrangements for health and safety will be set out in separate documents.

2. Organisational Arrangements

In order to ensure that health and safety is successfully managed within the organisation, the following responsibilities have been allocated.

2.1 Overall Responsibility

The Director, accepts overall responsibility for all matters, including those regarding health, safety and welfare.

2.2 Director Responsibility

The Director must monitor the workplace to ensure that safe conditions are maintained. Where risks are identified the Director must ensure that these are rectified, so far as is reasonably practicable.

2.3 Director duties include the following:

- (a) Ensuring that employees, contractors and visitors are aware of safety procedures.
- (b) Establishing that all equipment, plant and substances used are suitable for the task and are kept in good working condition, this includes the regular maintenance and servicing of equipment.
- (c) Providing adequate training, information, instruction and supervision to ensure that work is conducted safely.

Head Office: 59/60 High Street, Battle, East Sussex, TN33 0EN

Telephone: 01424 777258

Fax: 01424 772211

Email: info@blueridge.org.uk

- (d) Taking immediate and appropriate steps to investigate and rectify any risks to health and safety arising from the work activity.
- (e) Ensuring that all accidents and "near misses" are properly recorded and reported and that an investigation is carried out to determine causal factors.
- (f) Maintaining safe access to and from the workplace at all times. Directors dealing with particular topic areas will be advised of any specific health and safety duties.

2.4 Employee Responsibility

All employees must:

- (a) Take reasonable care for their own health and safety.
- (b) Consider the safety of other persons who may be affected by their acts or omissions.
- (c) Work in accordance with information and training provided.
- (d) Refrain from intentionally misusing or recklessly interfering with any thing that has been provided for health and safety reasons.
- (e) Report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay.
- (f) Not undertake any task for which authorisation and/or training has not been given.

3. Health & Safety Assistance

Competent persons are appointed to assist us in meeting our health and safety obligations. These people have sufficient knowledge and information to ensure that statutory provisions are met and that the safety policy is being adhered to.

Names, job titles and functions of these people are listed below:

ALL SITES

Health & Safety Manager

MERVYN SPATES

First Aid Appointed Person

MERVYN SPATES

The company recognises that there may be occasions when specialist advice is necessary. In these circumstances, the services of competent external advisors will be obtained.

3.1 Relevant External Bodies

Current legislation requires employees to be informed of the following names and addresses:

BATTLE OFFICES

- a) Enforcing Authority: Health & Safety Executive
Phoenix House
23-25 Cantelupe Road
EAST GRINSTEAD
West Sussex RH19 3BE
- b) Employment Medical Advisory Service: As above

4. First Aid

The company will maintain suitable numbers of first aid personnel to deal with minor accidents and emergencies at the workplace. These personnel will have sufficient training and qualifications in

Head Office: 59/60 High Street, Battle, East Sussex, TN33 0EN

Telephone: 01424 777258

Fax: 01424 772211

Email: info@blueridge.org.uk

accordance with statutory requirements. Identities of first aid appointed person will be displayed throughout the workplace.

5. Emergency Procedures

Emergency procedures are designed to give warning of imminent danger and to allow personnel to move to a place of safety. The Director is responsible for ensuring that all employees and visitors within the area are informed of, and are fully conversant with, emergency procedures.

A fire marshal is appointed to assist with any evacuation. They will be given adequate instruction and training to ensure effectiveness.

6. Health Surveillance

We will ensure that health surveillance of individuals is provided where required under statutory provisions or where this would be of benefit to maintaining health, safety and welfare.

7. Inspections

The Company believes that regular systematic inspections of the workplace are an important instrument in ensuring that it demonstrates compliance with the law. Regular inspections of the workplace will be conducted by the Director of Safety. In addition, inspections will be conducted in the relevant areas whenever there are significant changes in the nature and/or scale of the Company's operations. Workplace inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary.

8. Work equipment

The Company will take all reasonable steps to ensure the safety of all employees using work equipment provided by the Company, as well as to ensure the safety of others who may be affected

by the equipment.

Should employees have any problems relating to the operation of equipment, or the safety of that equipment, they should immediately inform their line manager or the Health and Safety Manager, so that steps can be taken to remedy the situation promptly.

All work equipment procured, hired or used by the Company will comply with statutory requirements and is to be maintained in good working order and repair. The Company will endeavour to ensure, in liaison with equipment suppliers and manufacturers, that all equipment used in the workplace is safe and suitable for the purpose for which it is used.

All workers will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment. All work equipment will be clearly marked with health and safety warnings where appropriate. The use of any work equipment which could pose a risk to the well being of persons in or around the workplace will be restricted to authorised persons. Equipment should only be used by personnel properly trained and authorised. Disciplinary action under the Company's disciplinary procedure may result from improper or unauthorised use of work equipment.

9. Personal protective equipment

The Company recognises the duties and obligations established by legislation. The Company will provide personal protective equipment (PPE) where risk assessment identifies the requirement for

Head Office: 59/60 High Street, Battle, East Sussex, TN33 0EN

Telephone: 01424 777258

Fax: 01424 772211

Email: info@blueridge.org.uk

worker protection where the risk presented by a work activity cannot be adequately controlled by other means. All reasonable steps will be taken to secure the health and safety of employees who work with PPE. All workers who may be exposed to a risk to their health and safety while at work will be provided with suitable, properly fitting and effective PPE. All personnel required to use PPE will be provided with adequate information and training to enable a fuller understanding of the issues associated with its use. The Company will:

- Carry out an assessment of proposed PPE to determine whether it is suitable
- Take appropriate action following assessment of risk
- Ensure that where two or more items of PPE are used together, these are compatible and are as effective used together as they are separately
- Provide accommodation for correct storage of PPE
- Arrange for the maintenance, cleaning and repair of PPE (this includes training individuals to undertake before use and after use checks)
- Train staff in the safe use of PPE
- Replace any PPE as necessary and at no cost to the employee
- Provide adequate information to every employee in respect of any risks which may exist
- Re-assess as necessary if substances used or work processes or equipment change.

10. Manual handling operations

The Company's objective is to minimise any risk to employees of accident or injury resulting from manual handling operations. The Company will endeavour to avoid the need for manual handling activities, so far as is reasonably practicable. Where it is not possible to avoid manual handling operations, an assessment of the operation will be made taking into account the task, the load, the workplace and the capability of the individual concerned. The Company will then introduce controls to reduce the risk of accident or injury to the lowest extent reasonably practicable.

Assessments will be reviewed when there is a significant change in:

- The activity or process
- The working environment
- The numbers or abilities of personnel
- The nature of the loads to be handled.

Re-assessment may also be required where accident/absence statistics show that the original control measures were not sufficiently effective.

11. Display screen equipment

Employees are required to routinely use Display Screen Equipment (DSE) as part of their daily work. All reasonable steps will be taken by the Company to secure the health and safety of employees who work with DSE. The Company will conduct health and safety assessments of all workstations staffed by employees who use DSE as part of their usual work and will ensure that all workstations comply with statutory requirements, thus reducing risks to DSE users to the lowest extent reasonably practicable.

DSE users will be allowed periodic breaks in their work. Breaks in work may take the form of other work activities or tea breaks.

12. Control of substances hazardous to health

Head Office: 59/60 High Street, Battle, East Sussex, TN33 0EN

Telephone: 01424 777258

Fax: 01424 772211

Email: info@blueridge.org.uk

Within the working environment, some substances may be used that could potentially be injurious to health if not properly stored, handled or used correctly. The Company is required by law to assess the risks from the use of substances at work. A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' health and safety guidance and the Company's own knowledge of the work process and utilising relevant information and guidance made available by the Health and Safety Executive.

The Company will ensure that exposure of workers to hazardous substances is minimised and adequately controlled in all cases. All employees who will come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work. Assessments will be reviewed periodically whenever there is a substantial modification to the work process.

13. Reporting of accidents, diseases and dangerous occurrences

Legislation requires that certain prescribed events, injuries and diseases be formally reported. Notwithstanding our legal obligations, the Company views accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in injury, a report will be drawn up by the line manager detailing:

- The circumstances of the accident including photographs and diagrams wherever possible
- The nature and severity of the injury sustained
- The identity of any eye witnesses
- The time, date and location of the incident
- The date of the report.

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. The completed report will then be submitted to the Health and Safety Manager who will attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem. A follow up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.

All employees and directors are responsible for reporting all cases of accident and disease to the Health and Safety Manager. The Health and Safety Manager is responsible for reporting cases of accident and disease to the relevant enforcing authority.

14. Information and Communication

We will ensure that suitable and relevant information relating to health, safety and welfare at the workplace is disseminated to staff and non-employees.

Statutory notices will be displayed throughout the workplace.

Group meetings are held regularly at each office, during which time matters arising in connection with health and safety may be discussed.

15. Monitoring



Head Office: 59/60 High Street, Battle, East Sussex, TN33 0EN

Telephone: 01424 777258

Fax: 01424 772211

Email@ info@blueridge.org.uk

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of legislative or organisational changes.