

Critical Flow Systems Ltd.

HEALTH & SAFETY POLICY

**Unit 15,
Coln Park Industrial Estate
Andoversford,
Gloucestershire
GL54 4HJ.**

February 2016

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REVIEW PROCEDURE

This policy will be kept up to date to reflect changes in the nature of the business and size of the company. This policy is formally reviewed annually by the Company in conjunction with its external safety advisors, and any changes ratified as necessary.

POLICY REVIEW

<u>Date</u>	<u>Name</u>	<u>Vers No.</u>	<u>Changes</u>
03/09/14	C. Corris	1.1	New Document for review
30/09/14	C. Corris	2.0	Policy Issued
30/01/15	C. Corris	3.0	General Update of policies
13/04/15	C. Corris	3.1	Updated Policy issued
02/02/16	SHREC Ltd	4.0	Full policy review
27/03/2017	PGB	5.0	Anti-Slavery Policy Added
09/08/17	PGB +TB	5.1	Anti-Slavery Policy converted and added to arrangements
18/08/17	PGB + TB	5.2	Updated equal opportunities policy

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POLICIES

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1 HEALTH AND SAFETY POLICY STATEMENT

Critical Flow Systems Ltd recognises its responsibilities as an employer to ensure the "Health, Safety and Welfare" of all employees whilst at work and that the rights of other individuals are not adversely affected by our work activities.

Critical Flow Systems Ltd is committed to a system of continual improvement with regard to its Health & Safety performance that is based upon the setting, achieving and reviewing of objectives and targets which ensure that, at least, they achieve compliance with the statutory obligations incumbent upon them. In so doing, they recognise the importance of the Hazard Identification and Risk Assessment processes in the objective-setting activities and a pro-active Health & Safety management approach.

Critical Flow Systems Ltd also recognise the importance of involving their staff in the management processes and undertake both to involve them in issues that affect Health & Safety and inform, train and supervise them with regard to their responsibilities under current Health & Safety Legislation.

Overall responsibility for the maintenance and development of the Management System however rests with senior management of the Organisation and the regular setting and reviewing of objectives and the provision of adequate resource to allow those objectives to be achieved.

All aspects of Critical Flow Systems Ltd Health & Safety Policy are subject to regular management review and all related processes and procedures are subject to ongoing audit. In this way, each and every individual has a vital and specific role in maintaining Critical Flow Systems Ltd safety standard.

Where necessary, Critical Flow Systems Ltd will seek professional and competent advice on the conduct of its Health & Safety programme.

Critical Flow Systems Ltd will ensure that its Health & Safety Policy is relevant to the purpose of the business, including a commitment to comply with all relevant Legislation and any other requirements that the company may subscribe, match industry best practices and to continually improve its Occupational Health & Safety Management System's effectiveness.

Signed:

Date :

Title: Managing Director

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2 SUBSTANCE ABUSE POLICY

2.1.1 General

The company wishes to pursue a Policy to promote health and safety at work and acknowledge that it has a legal responsibility to safeguard the health, safety and welfare of all its employees and other persons who may be affected by alcohol and drug abuse.

The Directors and Line Managers will be responsible for identifying and controlling risks at their level of responsibility. The Directors will have overall responsibility for the effective implementation of the Policy.

The Company reserves the right to initiate drug and alcohol screening/testing on all or part of the work force routinely, occasionally or on a random basis.

2.1.2 Confidentiality

If employees feel they may have a drink or drug problem, they are advised to seek help at an early stage. A director can be contacted at any time and any discussions will be treated in the strictest confidence, subject to the provisions of the law.

2.1.3 Assistance

Drinking and drug problems will be treated as a health problem rather than an immediate cause for dismissal or disciplinary action if assistance/advice is sought. Any employee who seeks assistance/advice in relation to a drinking or drug problem will not be discriminated against in any way.

2.1.4 Alcohol

The Company requires its employees to attend for work in a fit and appropriate state with no impairment from the effects of alcohol. Being unfit for work due to alcohol consumption is prohibited and grounds for summary termination of employment.

The Company reserves the right to initiate disciplinary action and arrange for alcohol testing on employees in the following specific circumstances:

- a) After an accident or incident, where there is suspicion of drinking that contravenes the Company's regulations.
- b) Employee suspected of reporting for work with alcohol in their bloodstream from the previous evening's drinking
- c) Witness evidence of erratic behaviour that it is suspected may put the health and safety of any employee at increased risk.

2.1.5 Drug Misuse

This Policy of 'drug misuse' refers to the use of illegal drugs and the misuse, whether deliberate or unintentional, of prescribed drugs and substances such as solvents. Drug misuse can harm the misuser both physically and mentally and, through the misuser's actions, other people and the environment.

Drugs can affect the brain and the body in a number of ways. They can alter the way a person thinks, perceives and feels, and this can lead to either impaired judgement or concentration. Drug misuse can also bring about the neglect of general health and wellbeing. This may adversely influence performance at work, even when the misuse takes place outside the workplace.

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The Company requires its employees to attend for work in a fit and appropriate state with no impairment from the effects of drug misuse. Being unfit for work due to drug misuse is prohibited and grounds for summary termination of employment.

Drug misuse during working hours is strictly prohibited and will result in summary termination of employment.

The Company reserves the right to initiate disciplinary action and refer employees for drug testing in the following specific circumstances:

- a) If help is refused and/or impaired performance continues
- b) After an accident/incident, where there is suspicion of drug misuse.
- c) Witness evidence of erratic behaviour which it is suspected may put the health and safety of any employee at increased risk.

N.B. Possession/dealing will be reported immediately to the Police.

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3 ANTI-BRIBERY POLICY

3.1.1 Introduction

The Company values its reputation for ethical behaviour and for financial probity and reliability. It recognises that over and above the commission of any crime, any involvement in bribery will also reflect adversely on its image and reputation. Its aim therefore is to limit its exposure to bribery by:

- setting out a clear anti-bribery policy,
- establishing and implementing anti-bribery procedures as appropriate,
- communicating this policy and any relevant procedures to employees and to others who will perform services for the Company
- undertaking appropriate due diligence measures before engaging others to represent the Company in its business dealings,
- monitoring and reviewing the risks and the effectiveness of any anti-bribery procedures that are in place.

3.1.2 Policy

The Company prohibits the offering, giving, solicitation or acceptance of any bribe (whether cash or other inducement)

- to or from any person or Company (wherever they are situated and whether they are a public official or body or private person or Company),
- by any individual employee, agent or other person or body acting on behalf of the Company,
- in order to gain any commercial, contractual or regulatory advantage for the Company in a way that is unethical,
- or in order to gain any personal advantage (pecuniary or otherwise) for the individual or anyone connected with the individual.

This policy prohibits any inducement that results in a personal gain or advantage to the recipient or any person or body associated with them, and which is intended to influence them to take action that may not be solely in the interests of the Company or of the person or body employing them or whom they represent.

This policy is not meant to prohibit normal and appropriate hospitality or the giving of a gift on a festival or at another special time, providing they are customary in a particular market, are proportionate and are properly recorded.

Inevitably, decisions as to what is acceptable may not always be easy. If you are in any doubt as to whether a potential act constitutes bribery, the matter should be referred to a Director before proceeding.

3.1.3 Employees' responsibility

The prevention, detection and reporting of bribery is the responsibility of all employees and the Company is committed to:

- encouraging employees to be vigilant and to report any suspicion of bribery,
- providing employees with suitable channels of communication and ensuring that sensitive information is treated appropriately,
- investigating instances of alleged bribery and assisting the police and other appropriate authorities in any resultant prosecution,
- taking disciplinary action against any individual(s) involved in bribery.

Any suspicion of bribery should be reported in confidence to the Director, who has overall responsibility for bribery prevention.

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4 PREVENTION OF VIOLENCE IN THE WORKPLACE POLICY

4.1.1 Policy Statement

The company in recognition of its general duty under Section 2 of the Health and Safety at Work etc. Act 1974, and more specifically the current edition of the Management of Health and Safety at Work Regulations to provide safe systems and places of work including adequate information, instruction and supervision. Management accepts that any actual or implied threat of violence to employees is wholly unacceptable and will make every effort to eliminate or reduce to an acceptable level the risks of violence.

"Violence is behaviour which produces damaging or hurtful effects, physically or emotionally, on people" and can be defined as any incident in which an employee is abused, threatened or assaulted. Violence can take many forms including physical violence, verbal abuse and threats (with or without a weapon), rude gestures and innuendoes and sexual or racial harassment. In order to meet its obligations to employees, the Management is committed to the following policy principles.

- a) The risks faced by employees in carrying out their responsibilities and the increasing number of threats in our society are acknowledged.
- b) Actual or threatened assaults on employees are wholly unacceptable and these guidelines are issued to provide assistance to employees in dealing with violent or aggressive behaviour.
- c) Management recognises and acknowledges certain duties may carry additional risks to employees in dealing with violent or aggressive behaviour.
- d) There is a commitment of the Management to supporting its employees who are subject to assault in the course of their employment. The extent of such support will depend on the individual circumstances of each incident and will be determined accordingly. Practical means of support may also be offered (e.g. time off -availability of counselling -positive staff welfare approach).
- e) Every assault reported will be investigated thoroughly by Management and a written report submitted. A central file of such incidents will be kept by Management and information relating to incidents collated. Copies will also be sent where applicable to the Insurance Company.
- f) The detailed guidelines outlined in other sections of this document will be reviewed regularly and as experience develops.

The Management is committed to full consultation with all concerned on all aspects of policies and procedures relating to violence to employees

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5 EQUAL OPPORTUNITIES POLICY

5.1.1 INTRODUCTION

1. Critical Flow Systems Ltd (CFS) is committed to a policy of equality of opportunity as an employer with regard to our policies and practices for employees and potential employees. This means that no employee or applicant will be treated less favourably on the grounds of their sex, marital status, race, nationality or ethnic origin, disability, sexual orientation, gender identity, age, religion, working practices or whether they have HIV and/or AIDS.

2. This policy covers all areas of employment: recruitment and selection, terms and conditions, promotion, transfer, training, appraisal and selection for redundancy. The policy outlines what equality of opportunity means Critical Flow Systems Ltd, what we mean by discrimination and harassment, what sort of behaviours and attitudes we wish to promote, and also what procedures and actions you can take if you feel you have been discriminated against, victimised or harassed.

3. The Equal Opportunities Policy will be communicated to all applicants, new appointees during their induction and to all employees. CFS is committed to the recruitment and retention of disabled people and has gained official recognition as CFS believes that equality of opportunity is vital so that all employees have a fair and equal chance of developing their abilities and realising their expectations and to make full and effective use of their potential. It CFS aim to create a working environment free from discrimination and harassment based on respect, and to enable employees to successfully balance home and work commitments.

GENERAL DEFINITIONS AND PRINCIPLES

4. Critical Flow Systems Ltd recognises that discrimination exists and, as an employer, is committed to ensuring that such behaviour and attitudes are eliminated.

5. Discrimination and harassment will not be tolerated and will be dealt with under the CFS Disciplinary Procedure.

6. Critical Flow Systems Ltd is committed to the principles of equality on the basis of fairness and valuing the contribution of all our employees. However, there are some areas where discrimination and harassment are covered by law, such as the Equality Act 2010 which harmonised antidiscrimination law with effect from 1 October 2010.

5.1.2 DISABILITY DISCRIMINATION

7. Under the Equality Act 2010 a person has a disability if they have a physical or mental impairment and the impairment has a substantial and long term adverse effect on their ability to carry out normal day to day activities. The list of specific "capacities" under the old legislation (Disability Discrimination Act) has gone making it easier for a claimant to establish disability in cases to which the closed list of capacities did not easily apply. CFS is committed to the recruitment and retention of disabled people.

8. The Equality Act imposes a duty on employers to make reasonable adjustments in cases where working arrangements or physical features of premises cause substantial disadvantage for a person with a disability. Critical Flow Systems Ltd will provide the necessary equipment and facilities for employees, applicants and interviewees with disabilities to enable them to participate successfully in the workplace.

9. Critical Flow Systems Ltd will provide job applicants with details of the vacant job, i.e. job description, person specification, application form and information about Critical Flow

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Systems, in alternative formats. We will also make suitable provisions, adjustments etc for interviews and where successful candidates are appointed.

10. If an employee suffers an injury or illness which affects their ability to do the job, we will provide paid disability leave (which will not be counted as sick leave), offer counselling and support and facilitate any adjustments necessary to enable the employee to return to work. This may include a reallocation of duties, flexibility of working hours and adjustments to equipment. Full consultation on the most suitable arrangements will be held with the employee.

11. The Equality Act 2010 introduced four new types of disability discrimination, including associative, perceptive, indirect discrimination and discrimination arising from a disability.

5.1.3 COMPLAINTS

12. Should an employee believe they have experienced harassment, bullying or discrimination then they may either attempt to resolve the matter informally or invoke the formal complaint procedure under CFS's Grievance Procedure to pursue their claim. All cases will be taken seriously, dealt with quickly and treated with the utmost confidence.

5.1.4 MALICIOUS COMPLAINTS

13. Whilst we do not wish to deter individuals who wish to make genuine complaints, it should be noted that vindictive or vexatious complaints will be viewed seriously CFS Equal Opportunities Policy will be dealt with under the disciplinary procedure. Equally unacceptable is the threat of making an unfounded complaint of discrimination or harassment.

5.1.5 MONITORING

14. CFS will monitor equal opportunities by collecting diversity data as appropriate to enable CFS to identify and address issues to provide equal opportunities for all, diversity data will be reported to the directors periodically and be included in reports such as the CFS annual report.

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COMPANY HEALTH & SAFETY RESPONSIBILITIES

It is the Policy of the company that all reasonably practicable actions will be taken to ensure the maintenance of a safe and healthy working environment, the health and safety of all persons, and to prevent damage to Company property, by promoting awareness of legal, personal and economic responsibilities.

It is the duty of all employees to conform to Company Policy and safe systems of work, and to accept and carry out their responsibilities. Failure to do this will result in disciplinary action being taken against the employee. This awareness will be achieved through regular Induction Training and information provided in monthly meetings. In this connection, employees are reminded of their own duty under Section 7 of the Health and Safety at Work Act, to take responsibility for their own safety and that of other workers, and to co-operate with the Company so as to enable it to carry out its own responsibilities successfully.

Employees who authorise work to be carried out must ensure that sufficient information, instruction, supervision and welfare facilities are provided to enable others to avoid hazards and contribute to their own safety and health at work. They must also carry out safety inspections of the working environment under their control in order to maintain standards.

All employees should contribute towards making the work area, and access to it, as safe as possible. All working practices should be periodically appraised to ensure that the safest procedures are adopted. These will be achieved by undertaking risk assessments.

All sub-contractors employed by the company will be required to comply with, and adhere to the Company Policy on Safety.

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5.2 SPECIFIC RESPONSIBILITIES

5.2.1 Managing Director

The Managing Director is responsible for the management and implementation of health and safety.

The main responsibilities are:

- a) To initiate Company Policy for the prevention of injury, damage and wastage.
- b) To administer the Safety Policy, or appoint a senior member of staff to do so.
- c) To understand the requirements of the Act and supporting Regulations and ensure that these are observed.
- d) To ensure that all levels of staff receive adequate and appropriate training.
- e) To insist that sound working practice are observed.
- f) To make certain that in tendering, at planning stages and in the production
- g) processes allowance is made for adequate welfare facilities and equipment to avoid injury, damage and wastage.
- h) To institute appropriate reporting, investigation and costing of injury, damage and loss; promote action to preclude recurrence and initiate analysis to discover accident trends.
- i) To reprimand any member of staff failing to discharge satisfactorily, the responsibilities allocated to them.
- j) To arrange funds and facilities to meet requirements of the Policy.
- k) To ensure that the appropriate insurance cover, which embraces both statutory and general requirements, are met and maintained and that adequate copies of the insurance certificate are conspicuously displayed.
- l) To set a personal example.

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5.2.2 SHEQ Co-Ordinator

The SHEQ Co-Ordinator, in addition to his/her responsibilities as an employee, will monitor the health and safety system & framework and maintaining the associated documentation and records, i.e. ensuring that those people with duties and responsibilities under the system are meeting those duties and responsibilities and if they are not, exceptions are being reported to the Directors.

The SHEQ Co-Ordinator should ensure that:

- a) Checks are carried out to determine whether the Company Safety Policy is being implemented at all times. Exceptions being reported to the Directors.
- b) Any changes to improve the safety performance of the Company are recommended to the Directors.
- c) Checks are carried out to ensure that prescribed risk assessments have been carried out by competent personnel and that these records are maintained. Exceptions being reported to the Directors.
- d) Risk assessments are carried out in those areas under his/her control and by others as required, to identify all hazardous activities and the risks associated with such activities.
- e) Check that attention has been brought in writing to those concerned, of significant risks identified as a result of any such assessment' Exceptions being reported to the Directors.
- f) Check that Safe systems of work are stipulated, so that all work, both on or off the premises, is carried out in accordance with statutory requirements, codes of practice and Company rules. Exceptions being reported to the Directors.
- g) Checks are made to ensure that employees are effectively instructed in safe systems of work and that records of instruction are kept. Exceptions being reported to the Directors.
- h) Checks are made to ensure that risk assessments are reviewed regularly.
- i) Checks are made to ensure that risk assessments are undertaken on any new or proposed activities.
- j) Checks are made to ensure that regular health and safety inspections are undertaken and that prompt remedial action is taken when any unsafe practice or condition is apparent.
- k) Routine safety checks are carried out by all Line Managers and Supervisors in those areas under their control and provide Senior Management with evidence that safety inspections have been carried out, together with any recommendations and remedial action taken.
- l) Suitable written records of inspections are kept and maintained.
- m) Training records are produced and maintained.
- n) As custodian of all Health & Safety records, the general Health & Safety record keeping is up to date
- o) A personal example is set for others to follow.

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5.2.3 HEALTH & SAFETY ADVISORS

The company has engaged the services of external safety providers to provide advice and guidance on general occupational health and safety issues.

The consultants provided:

- a) An on-site inspection service with detailed safety reports.
- b) Access to health and safety advice via telephone, website and email.
- c) 24 Hour advice for emergency situations, via telephone link.
- d) Assistance with any emergency/accident investigation.
- e) An updating service to inform and guide clients, assisting with changes in the legislation.
- f) General health and safety training.
- g) Liaison with the Enforcing Authorities, both HSE and the Local Authority on behalf of the client with regard to safety requirements.

Contact details are: SHREC Ltd.

Mobile: 07870661649

(24 hr. availability for accidents/incidents and H & S emergencies)

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5.2.4 SUPERVISORS

The Supervisors in addition to their responsibilities as employees of the company are accountable for the 'day to day' implementation and management of health and safety in and around the areas that are within their responsibility.

These responsibilities are:

- a) To familiarise themselves with the Company Health and Safety Policy.
- b) To ensure that their staff are adequately trained in safe working methods and are aware of any hazards.
- c) To ensure that all employees are aware of the fire procedures and first aid facilities.
- d) To seek to develop safe practices and encourage suggestions from employees.
- e) To ensure that all safety rules are observed and protective equipment is worn or used when appropriate.
- f) To ensure that safety devices are fitted, properly adjusted and maintained.
- g) To ensure that defects in the workplace are reported and subsequently rectified.
- h) To complete accident reports for all accidents involving injury, damage and where applicable reports completed as soon as possible after the incident.
- i) To maintain good housekeeping standards.
- j) To ensure that all visitors are made aware and comply with all aspects of health and safety legislation.
- k) To ensure that staff whether on the premises or elsewhere avoid risks to the health and safety of themselves and any person not employed, but who may be affected by the operations of the Company.
- l) Suitable risk assessments are carried out by competent personnel and that suitable records are maintained.
- m) Risk assessments are carried out in those areas under their control to identify all hazardous activities and the risks associated with such activities.
- n) Attention in writing is brought to those concerned, of the significant risks identified as a result of any such assessments.
- o) Safe systems of work are stipulated, so that all work both on or off the premises, are carried out in accordance with statutory requirements, codes of practice and Company rules.
- p) Ensuring that employees are effectively instructed in safe systems of work and those records of instruction are kept.
- q) Ensuring that risk assessments are reviewed regularly.
- r) Ensuring that risk assessments are undertaken on any new or proposed activities.
- s) To ensure that regular health and safety inspections are undertaken within those areas under their control and that prompt remedial action is taken when any unsafe practice or condition is apparent.
- t) To conduct routine safety checks in those areas under their control and provide Senior Management with evidence that safety inspections have been carried out, together with any recommendations and remedial action taken.
- u) Suitable written records are kept and maintained of inspections.
- v) All repair and maintenance work undertaken on site is undertaken in a proper manner and that emergency repairs are dealt with effectively.
- w) To set a personal example.

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5.2.5 EMPLOYEES

Employees are reminded that they must co-operate with the Company in achieving compliance with health and safety legislation and of their own moral and legal responsibility for conducting themselves in such a manner in their work as not to expose themselves or others to risk.

These responsibilities are:

- a) To be familiar with the Safety Policy and to implement it at all times.
- b) Not promote or participate in horseplay, pranks or practical jokes as they may result in an accident or injury.
- c) They must not intentionally or recklessly interfere with anything provided in the interests of safety or abuse of welfare facilities.
- d) Develop a concern for safety personally and for others, particularly new employees.
- e) To ensure that safety equipment, such as harness, gloves, goggles, overalls, shoes, etc. issued in the interest of safety are used and reasonable care should be taken in the use of such equipment. Any damage to such equipment must be reported to the Line Manager where necessary.
- f) To take reasonable care when storing, handling and using chemicals and dangerous substances, lifting and carrying and using or cleaning work equipment including machines.
- g) To keep tools and equipment in good condition, reporting any defects in plant or equipment to the Line Manager.
- h) Not to undertake any activity, which compromises their personal health and safety or the safety of others?
- i) To report all accidents, dangerous occurrences or hazards no matter how minor to the supervisor or Line Manager and ensure that plant and equipment is in a safe and secure state when unattended.
- j) To report any industrial injury, industrial disease, or any incidents which could result in personal injury or property damage, to the line manager.
- k) To avoid improvising and suggest ways of eliminating hazards.
- l) To operate only items of plant and equipment for which you are have been trained, deemed competent and authorised to use and check equipment prior to use to ensure that it is safe to use.
- m) To co-operate with the Company in maintaining a safe working environment and make your contribution to reducing accidents.
- n) To set a personal example.

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6 ORGANISATIONAL RESPONSIBILITY

6.1.1 OVERALL RESPONSIBILITY

The Managing Director has overall and final responsibility for Health and Safety within the Company and its operations. He will ensure the Company has an effective Policy for Health and Safety and will delegate specific responsibilities to ensure that all requirements of current Health and Safety legislation are satisfied.

6.1.2 MAIN ACTIVITIES AND RESPONSIBILITIES FOR HEALTH & SAFETY

The main activities of the business have been segmented into 4 main areas for the purposes of Health & Safety and the responsibility for these, including risk assessment, are as follows:

Activity	Responsibility
Office Based Activities	Managing Director
Site Activities (Client's Premises)	SHEQ Co-Ordinator
Delivery and Storage (Office)	Managing Director
Contractors (Office)	Managing Director

6.1.3 SPECIFIC RESPONSIBILITIES

Responsibility	Name
Instruction in safe working practices:	Managers/Supervisors
Training:	Managing Director
Health and Safety Inspections:	Managing Director
Office Safety Inspections:	Managing Director
Equipment Maintenance and Inspection	SHEQ Co-Ordinator /Supervisors
First Aid Provision:	Managing Director
Fire:-Equipment: Evacuations:	Managing Director / SHEQ Co-Ordinator
Computer Equipment:	Managing Director
Housekeeping on Site:	SHEQ Co-Ordinator /Supervisors
Collection/Delivery Procedures:	SHEQ Co-Ordinator
Accident Reporting & Recording:	Managing Director
Accident Investigation:	Managing Director/ SHEQ Co-Ordinator
Visitors (General):	Managing Director / SHEQ Co-Ordinator
Visitors on Site	SHEQ Co-Ordinator / Supervisor
Health and Welfare	Health and Safety Representative.

6.1.4 Risk Assessments:

a) COSHH:	SHEQ Co-Ordinator
b) General:	SHEQ Co-Ordinator
c) Manual Handling:	SHEQ Co-Ordinator
d) Noise	SHEQ Co-Ordinator
e) PPE:	SHEQ Co-Ordinator
f) VDU Screens:	SHEQ Co-Ordinator

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6.1.5 Duty Holders:

- a) Asbestos Contracts Managing Director
- b) Electricity Contracts Managing Director
- c) Transport Contracts Managing Director
- d) Water/Legionnaire's Disease Managing Director
- e) Fire Managing Director
- f) Waste: (inc. Clinical Waste) Managing Director

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Contractors are responsible for ensuring that all persons under their control are aware of the following Company procedures:

- a) Fire Procedure, (including the means of raising an alarm, the sound of the alarm, position of exits and fire assembly point).
- b) First Aid Arrangements, (including availability, first aider location and accident reporting).
- c) Safe Systems of Work, (including permit to work systems where applicable).

The Contractor must ensure that all equipment brought on to the premises/site, or on to site is fit for the purpose and in a good state of repair. All electrical equipment must be tested and have a current test sticker.

The Company reserves the right to inspect tools and equipment, and to order off the premises, any Contractor not complying with the Safety Policy and/or safe systems of work.

It is the responsibility of this Company to inform the Contractor of any known hazards on the premises. It is the responsibility of the Contractor to provide Risk Assessments, Method Statements, or Safe Systems of Work, which must be adhered to in all aspects of safety.

The Company may inspect all equipment and procedures before commencement of any work and at regular intervals during the period of any work.

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