



## Health and Safety Policy Statement

This is the Health and Safety Policy Statement of:

**ALWAYS CONSULT LTD**

***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, learners/apprentices and Associates 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, learners/apprentices and Associates
- to ensure all employees, learners/apprentices and Associates 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
- to review and revise this policy as necessary at regular intervals

Signed: \_\_\_\_\_ Carol Ewels \_\_\_\_\_

(Employer)

Date: 31<sup>st</sup> January 2013 \_\_\_\_\_ *Carwels* \_\_\_\_\_ Review date: Annually

January 2013✓  
January 2014✓  
January 2015✓  
January 2016✓  
January 2017✓  
January 2018✓  
January 2019✓

## Responsibilities

**Note 1**

Your name must be inserted here. As the employer (i.e. sole trader, senior partner or managing director) you have overall responsibility for health and safety.

**Note 2**

If you are not always there, or do not have time to manage on a day-to-day basis, you can delegate this role to someone else, e.g. director, manager or supervisor. You will need to ensure that they keep you fully informed of health and safety matters – it will still be your overall responsibility.

**Note 3**

You may delegate functions to people within your organisation, either by specific areas within the workplace or by topic. You should include their specific responsibilities in their job description (if they have one). You must also ensure that they are competent to undertake their health and safety responsibilities and have adequate resources to enable them to do their job properly. It is important that responsibilities are clearly set out – this will make sure that if there are any health and safety concerns, they can be reported to the right person, so they can be dealt with. You may wish to insert a diagram or chart showing your management structure/arrangements.

1. Overall and final responsibility for health and safety is that \_\_\_\_\_ of

Carol Ewels Director

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

Carol Ewels

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

<b>Name</b>	<b>Responsibility</b>
Roddy Christie	Apprenticeships



**Note 4**

Employees, learners/apprentices, Associates have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with you to help you comply with the law.

Equally, if employees, learners/apprentices, Associates have any concerns over health and safety issues, they should be clear about whom they should tell, so that the concerns can be addressed.

4. All employees, learners/apprentices and Associates 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
- report all health and safety concerns to an appropriate person (as detailed in this policy statement)

## Arrangements

### 1. Health and Safety Risks Arising from Work Activities

**Note**

You must assess risks to the health and safety of anyone who may be affected by your work activities, so that you can weigh up whether you have done enough or need to do more to comply with the law – see Management of Health and Safety at Work Regulations 1999. You will find some examples of key areas that you should consider, at the end of this guidance. You will need to involve a number of different people, including your safety representatives, employees, Associates to do the risk assessments. You need to record the significant findings of your risk assessments in a separate document. Your policy statement only records your arrangements for ensuring the assessments are done, and are kept up to date. Once you have done your risk assessments, you must take the necessary action to remove or reduce the risk as far as is reasonably practicable.

Risk assessments will be undertaken by:

Carol Ewels or Roddy Christie

The findings of the risk assessments will be reported to:

Carol Ewels as Director

Action required to remove/control risks will be approved by:

Carol Ewels

Carol Ewels as Director

will be responsible for ensuring the action required is implemented.

Carol Ewels as Director

will check that the implemented actions have removed/reduced the risks. Assessments will be reviewed every:

12 months

or, when the work activity changes, whichever is soonest.



## 2. Consultation with Employees, Learners/apprentices, Associates

**Note**

You must consult your employees, learners/apprentices, Associates. If you recognise a trade union and that trade union has appointed a safety representative, you must consult them on matters affecting the employees they represent – see Safety Representatives and Safety Committees Regulations 1997. If you do not have trade unions, you must consult employees, learners/apprentices, Associates either directly or through an elected representative – see Health and Safety (Consultation with Employees) Regulations 1996. You may wish to use your works committee or another meeting as a forum for consultation. If you have a health and safety committee, you could list what it does, who is on it and how often it meets.

Employee representative(s) are:

N/A as under 5 employees

Consultation with employees, learners/apprentices, Associates is provided by:

Carol Ewels or Roddy Christie if appropriate


### 3. Safe Plant and Equipment

**Note**

You will need to ensure that all plant and equipment (e.g. lift trucks, vehicles, gas appliances, machinery guarding, ladders, electrical equipment, lifting equipment, air receivers, ventilation plant) that require maintenance (e.g. pre-shift checks, servicing, thorough examinations) are identified and that the maintenance is done.

It may be worthwhile using a logbook to record the maintenance checks.

When buying new or secondhand plant and equipment, you must check it meets health and safety standards before buying it.

You can find more guidance in the Provision and Use of Work Equipment Regulations 1998, Lifting Operations and Lifting Equipment Regulations 1998 and HSE's *Buying new machinery* INDG271 1998

Carol Ewels

will be responsible for identifying all equipment/plant needing maintenance.

Carol Ewels

will be responsible for ensuring effective maintenance procedures are drawn up.

Any problems found with plant/equipment should be reported to:

Carol Ewels

Carol Ewels

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

#### 4. Safe Handling and Use of Substances

**Note**

You must assess the risks from all substances hazardous to health – see Control of Substances Hazardous to Health Regulations (COSHH) 1999. These are known as your COSHH assessments. You should do assessments on substances you use (e.g. adhesives, paints, cleaning agent, solvents) and substances generated from work activities (e.g. dust, fume, vapour). Your assessment should identify any health risks. If there is a risk you should take steps to remove or control the risk. You can find more guidance in HSE's: *COSHH: A brief guide to the Regulations* INDG136 (rev1)1999 (free); *COSHH essentials: Easy steps to control chemicals* HSG193 1999 ISBN 0 7176 2421 8 and the *General COSHH ACOP, Carcinogens ACOP and Biological Agents ACOP* L5 1999 ISBN 0 7176 1670 3.

Carol Ewels

will be responsible for identifying all substances which need a COSHH assessment.

Carol ewels

will be responsible for undertaking COSHH assessments.

Carol Ewels

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

Carol Ewels

will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

Carol Ewels

will check that new substances can be used safely before they are purchased. Assessments will be reviewed every

6 months

or when the work activity changes, whichever is soonest.

## 5. Information, Instruction and Training

### **Note**

The Health and Safety Information for Employees Regulations 1989 require employers to display a poster (or to provide leaflets) telling employees what they need to know about health and safety.

You are required to have access to competent advice, either in-house or, if not available, external (e.g. employers' organisations, trade associations, trade unions, TECs, consultants).

If you have learners/apprentices, young workers and/or take on trainees or students on work experience, you will need to ensure that they are properly instructed and supervised.

You must also do specific risk assessments for young people – you need to take account of their inexperience, lack of awareness of risks and immaturity (see the Management of Health and Safety at Work Regulations 1999).

If your employees, learners/apprentices, Associates go to work for another employer on your behalf (e.g. if you are a contractor) you will need to check that they are given relevant health and safety information for that location, by that employer/company.

The Health and Safety Law poster is displayed at/leaflets are issued by:

N/A

Health and safety advice is available from:

Carol Ewels and H&S website

Supervision of employees, young workers/trainees, learners/apprentices, Associates will be arranged/undertaken/monitored by:

Carol Ewels or Roddy Christie

Carol Ewels or Roddy Christie

is responsible for ensuring that our employees, learners/apprentices, Associates working at locations under the control of other employers, are given relevant health and safety information.



## 6. Competency for Tasks and Training

**Note**

All employees, learners/apprentices, Associates must be given health and safety induction training when they start work.

This can be combined with other useful information (e.g. pay, leave, and hours of work). It needs to cover basic health and safety such as first aid and fire safety.

Employees, learners/apprentices, Associates will need job specific training, which includes the health and safety aspects of the job.

You also have to provide health and safety training for people when risks change, or periodically, e.g. if skills do not get used regularly.

Some jobs will require additional special training (e.g. manual handling, driving, slinging techniques, confined space entry and asbestos removal).

You may wish to refer to your company training programme.

It is important to keep records of training (even training you have provided in-house) to show that employees, learners/apprentices, Associates have received training.

You should monitor the training records, so that refresher training is given when necessary.

Induction training will be provided for all employees,

Carol Ewels or Roddy Christie

learners/apprentices, Associates by:

Carol Ewels or Roddy Christie

Specific training will be provided by:

Carol Ewels or Roddy Christie (if applicable)

Specific jobs requiring special training are...

Job

N/A

Training records are kept at/by:

Electronically

Training will be identified, arranged and monitored by:

Carol Ewels or Roddy Christie (if required)

## 7. Accidents, First Aid and Work Related Ill-Health

### Note

Employees, learners/apprentices, Associates must receive health surveillance for certain work (e.g. work with flour, lead, chrome, asbestos, noise, isocyanates and some chemicals). This will identify any health problems early on so that action can be taken before an employee's condition worsens. Your COSHH assessments should identify all areas and the type of health surveillance needed. Your records should contain details of the employees, the health surveillance procedures, dates and conclusions. The health care professional doing the surveillance will hold the actual medical records, as these are confidential. You can find more information in HSE's *Health Surveillance at work* HSG61 1999; *Understanding health surveillance at work: An introduction for employers* INDG304 1999 (free) and in a number of free leaflets on specific substances. Providing immediate first aid can prevent minor injuries becoming major ones. As a minimum you must have a first aid box and an appointed person to take charge of first aid requirements. You can find more information in HSE's free leaflets *First aid at work – your questions answered* INDG214 1997 and *Basic advice on first aid at work* INDG215(rev) 1997. Recording accidents (even minor ones) means you can see whether you have a problem in a particular area. You must report certain types of accidents and ill health at work, using Form 2508 or Form 2508A – see the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

Health surveillance is required for employees, learners/apprentices, Associates doing the following jobs:

N/A

Health surveillance will be arranged by:

N/A

Health surveillance records will be kept by/at:

N/A

The first aid box(es) is/are kept at:

Blencathra C, Upton Magna Business Park, SY4 4TT (Cupboard under the microwave)

The appointed person(s)/first aider(s) is/are:

N/A

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

Blencathra C, Upton Magna Business Park, SY4 4TT (Cupboard under the microwave)

Carol Ewels

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

## 8. Monitoring

### Note

You must be able to show that you are checking working conditions and systems of work, i.e. that you are monitoring health and safety. You can do this both actively and reactively, i.e. before and after something goes wrong.

### ACTIVELY:

you or any other appointed person can carry out inspections, have reports submitted to you by managers, do spot check visits, safety representative inspections, etc.

Trade union safety reps have the right to carry out inspections and investigate accidents.

### REACTIVELY:

you can investigate any accidents or sickness absences that occur. Investigating accidents is a useful way of reviewing your safety systems – ask yourself why the accident really happened and what you can do to stop it happening again. Similarly, if you have a number of employees, learners/apprentices, Associates absent because of similar ailments, this might mean there is a problem with their jobs causing ill-health. When you find out what went wrong – put it right.

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

Be vigilant around fire hazards when home working

Turn all computer systems off when unattended and be aware of potential hazards such as loose wires and connections-do a daily spot check

Comply with other employers H&S policies when working on their sites.

Carol Ewels

is responsible for investigating accidents

Carol Ewels

is responsible for investigating work-related causes of sickness absences.

Carol Ewels

is responsible for acting on investigation findings to prevent a recurrence.

## 9. Emergency Procedures, Fire and Evacuation

### **Note**

You must carry out fire risk assessments, in the same way as you do for health and safety risk assessments.

Your local fire service can tell you your obligations.

For escape routes, extinguishers and alarms, you should state who checks, how often and also where they are based.

You need a routine in case of fire or any other emergency evacuation. You should test your alarms and emergency evacuation procedures regularly.

You can find more information on fire safety in HSE's *Fire safety – an employer's guide* 1999 ISBN 0 11 341229 0.

Carol Ewels

is responsible for ensuring the fire risk assessment is undertaken and implemented.

Escape routes are checked by/every:

Carol Ewels-6 monthly

Fire extinguishers are maintained and checked by/every:

Carol ewels-6 monthly

Alarms are tested by/every:

N/A home alarm tested annually by Vanguard security

Emergency evacuation will be tested every:

6 months home working Carol Ewels

### *10. Some key areas of risk*

<ul style="list-style-type: none"> <li>• Asbestos</li> <li>• Chemicals</li> <li>• Confined spaces</li> <li>• Display screen equipment (VDUs)</li> <li>• Electricity</li> <li>• Excavation</li> <li>• Falling objects/collapsing structures</li> <li>• Fire and explosion</li> <li>• Machinery (including guarding)</li> <li>• Manual handling</li> <li>• Noise</li> <li>• Pressure systems</li> <li>• Radiation</li> <li>• Slips, trips and falls</li> </ul>	<ul style="list-style-type: none"> <li>• Stress</li> <li>• Substances hazardous to health (including dust, fume, etc)</li> <li>• Temperatures</li> <li>• Transport (including carrying dangerous substances, and pedestrians in the workplace)</li> <li>• Vibration</li> <li>• Violence to staff, learners/apprentices, Associates</li> <li>• Work equipment</li> <li>• Work-related upper limb disorders</li> <li>• Working alone</li> <li>• Working at heights</li> <li>• Working environment</li> </ul>
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These are just some examples of key areas; this is not an exhaustive list. Look around your workplace to identify other risk areas. If any risks apply to your work activities, you will need to do risk assessments to check that you have removed or reduced the risk.

You can find more information on risk assessments and the key areas of risk in HSE's:

- *Essentials of health and safety at work*
- *Health and safety in small firms: An introduction to health and safety*
- *Good Health is Good Business: Employers' guide; and Five steps to risk assessment*