



GENERAL STATEMENT of HEALTH and SAFETY at WORK POLICY

Health and Safety at Work etc. Act 1974

Introduction by The Managing Director

The Company's policy is to prevent accidents and to eliminate hazards from the workplace wherever possible. Accidents at work and the injuries which they cause have a high cost in terms of human suffering and loss of efficiency.

Directors, Managers and all employees have a part to play if the high standards, which we all desire, are to be achieved. I urge all to co-operate in making your workplace safe.

David Evans

1. GENERAL POLICY

The Board of Directors will, so far as is reasonably practicable, take all steps necessary to ensure the health, safety and welfare of all its employees at work and will conduct its affairs in such a way as to protect persons not in their employment who may be affected; these will include customers and visitors. Particular attention will be paid to the provision of:-

- 1.1 Safe factory, equipment and systems of work.
- 1.2 Arrangements for the safe use, handling, storage and transport of articles materials and substances.
- 1.3 Sufficient information, instruction, training and supervision to enable all affected persons to contribute to their own health and safety, and to avoid hazards.
- 1.4 A safe place of work and safe access to and from it.
- 1.5 A healthy working environment.
- 1.6 Arrangements for the reporting of accidents, incidents and hazards.

2. LEVELS OF RESPONSIBILITY

- 2.1 Connevens Limited, acting where appropriate through its departments, has an overall responsibility for the health, safety and welfare of all its employees whilst at work and also for those persons not in its employment who may be affected by its activities.
- 2.2 Responsibility for implementing policy is delegated, with certain limitations on financial and manpower resources to Managers and Directors.
- 2.3 The Director with responsibility for health & safety, John Popplestone, is responsible for securing the effective and efficient implementation of the Company's safety programmes and policies.
- 2.4 Within each Department, the Line Manager may delegate to appropriate staff, specific duties relating to the maintenance and monitoring of the organisation and arrangements for the departmental safety policy.

2.5 The Director with responsibility for health & safety has the additional responsibility for ensuring the establishment and maintenance of satisfactory arrangements relating to health, safety and welfare and for the monitoring of such arrangements.

2.6 Employees whilst at work are to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions. Every employee must co-operate with the Company in:

- a) maintaining safe working practices;
- b) complying with statutory obligations;
- c) not wilfully misusing anything provided in the interests of health, safety or welfare, and
- d) making management aware of any unsafe situation.

3. DEPARTMENTAL ORGANISATION FOR SAFETY

3.1 Line Managers will provide for their department the details of the organisation and arrangements for safety, relating to:

- a) The specific work places and working activities undertaken;
- b) the specific equipment and materials in use; and
- c) any related hazards.

These arrangements may include safety advice and safety rules. Where safety rules apply, any infringement may result in disciplinary action.

3.2 Staff and visitors must comply with any relevant safety arrangements, details of which will be found in the appropriate establishment safety statement.

4. SAFETY TRAINING

Safety training and the provision of advice, information and guidance is an integral part of the overall safety practice. The Company will develop and make available to all employees, as appropriate:-

4.1 General induction safety training.

4.2 Safety training for employees in a management or supervisory role, both on first employment and/or on promotion.

4.3 Additional safety training will be provided relating specifically to processes, site, equipment and materials within departments.

3. ACCIDENT REPORTING AND INVESTIGATION

An accident is defined as an unplanned or uncontrolled event which may or may not result in injury.

5.1 In order to meet statutory obligations the Company requires that every accident shall be recorded, using the accident reporting system.

5.2 Investigation of Accidents can reveal the action required to prevent another incident. The Company requires that accidents will be systematically investigated, by line managers, regardless of injury, both to verify the statement made by the injured person, and to indicate the action which needs to be taken to prevent a re-occurrence.

5.3 A Dangerous Occurrence is an incident which has the potential for causing injury, although injury might not, in fact, result. All such incidents should be investigated and, in appropriate cases, be reported under the Accident Reporting Procedure.

6. HAZARD REPORTING

6.1 All Employees have a duty to report hazards in their workplace to their Line Manger who will ensure that they are rectified as quickly as possible.

6.2 Line Managers will reply within 48 hours with details of the remedial action being taken or an explanation if not taken.

7. PERSONAL PROTECTIVE CLOTHING & EQUIPMENT

7.1 We provide protective clothing and equipment for our staff and require its use, where appropriate. All employees have access to a central store which houses all equipment including hard hats and high-visibility jackets for use when visiting building sites and work coats and eye protection for use internally.

7.2 This equipment is regularly inspected to maintain standards and conditions.

7.3 All employees receive training on the use and care of protective clothing and equipment.

8. PROCEDURES TO BE FOLLOWED IN CASE OF AN EMERGENCY

In an emergency, the safety of staff and visitors is the highest priority. If our standard emergency procedure is unable to be followed or does not seem the best course of action, the person in charge is to act on their best judgement.

8.1 The coordinator or person in charge will assess what action is required and direct all other persons. Their priority is to ensure the safety of everyone in the building and to facilitate first aid if required.

8.2 The relevant Emergency Services are to be contacted at the first safe opportunity and all employees are to follow the directions of the emergency personnel. The building is to be evacuated if necessary. Evacuation is to be signalled by the sounding of the fire alarm – call points are located throughout the building.

8.3 If and when it is safe to do so, the person in charge should coordinate damage limitation tasks to contain the situation.

8.4 Following an emergency incident, the person in charge will compile an Incident Report.

9. ALLOCATION OF RESOURCES

The Board of Directors will take into consideration the resources, both financial and manpower, which will be needed to fulfil the obligations listed in Section 1 of this Statement.

10. PUBLICITY AND REVIEW

10.1 A copy of this Policy Statement is available to every employee and will be displayed with other safety advice and rules in all departments, including the Staff Tea Room. It may be revised at any time, after consultation with staff. It will be reviewed annually. Any amendments will be brought to the attention of all employees.

10.2 Copies of Departmental Statements will be available for inspection and will provide more detailed information about the items mentioned above. These will be drawn to the attention of new employees on commencing employment and will be readily available for inspection by existing employees. Employees who have been unable to gain access to the Departmental Statement should raise the matter with their Line Manager or John Popplestone, the Director with overall responsibility for Health and Safety.



David Evans
Managing Director
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