

# Health and safety policy statement

## Health and Safety at Work etc Act 1974

This is the Health and Safety Policy Statement of

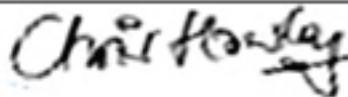
### **Goodenough Services**

*(name of company)*

## 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 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;
- to ensure all employees 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; and
- to review and revise this policy as necessary at regular intervals.

*Signed*



*(Employer)*

**4th Aug 2008**

*Date*

**0161 975 4959**

*Review date*



# Responsibilities

**1** Write your name here. As the employer you have overall responsibility for health and safety.

**2** You can delegate responsibility for day-to-day tasks to someone else, eg manager, supervisor. Write their name here. Make sure they keep you informed about health and safety matters: they are still your overall responsibility.

**3** You can delegate specific tasks to individuals in your organisation, by workplace area or by topic. Responsibilities should be clearly set so that if there are any health and safety concerns, they can be reported to the right person

**4** Employees 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.

**1** Overall and final responsibility for health and safety is that of

**Chris Hawley**

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

**Chris Hawley**

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

<i>Name</i>	<i>Responsibility</i>
<b>Chris Hawley: Company H &amp; S</b>	
<b>Colin Atkinson: fitters on site</b>	
<b>Tom Brady H &amp; S organisation</b>	

- 4** All employees 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; and
  - report all health and safety concerns to an appropriate person (as detailed in this policy statement).



Write down your arrangements for doing your risk assessment here. You can use the form on page 33 of this leaflet to record the findings of your risk assessment.

# Health and safety risks arising from our work activities

- Risk assessments will be undertaken by

**Colin Atkinson**

- The findings of the risk assessments will be reported to

**Chris Hawley**

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

**Chris Hawley**

- 

**Chris Hawley**

will be responsible for ensuring the action required is implemented.

- 

**Chris Hawley**

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.



You must consult your employees. If you recognise a union and there is a union-appointed safety representative, you must consult them on matters affecting the employees they represent. If you do not have trade unions, you must consult employees either directly or through an elected representative.

# Consultation with employees

- Employee representative(s) are

**Colin Atkinson**

- Consultation with employees is provided by

**Periodic review and  
training meetings**



You will need to ensure that all plant and equipment that requires maintenance is identified, that the maintenance is done and that new or secondhand plant and equipment meets health and safety standards before you buy it. See page 13 of this leaflet for more information.

# Safe plant and equipment

## Chris Hawley

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

## Chris Hawley

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

## Chris Hawley

will be responsible for ensuring that all identified maintenance is implemented.

Any problems found with plant/equipment should be reported to

## Chris Hawley

## Chris Hawley

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



You must assess the risks from all substances hazardous to health. These are your COSHH assessments. Write down your arrangements for doing your COSHH assessments here. See page 6 of this leaflet for more information.

# Safe handling and use of substances

## Chris Hawley

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

## Colin Atkinson

will be responsible for undertaking COSHH assessments.

## Chris Hawley

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

## Chris Hawley

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

## Chris Hawley

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

Assessments will be reviewed every

## 12 months

or when the work activity changes, whichever is soonest.



Write down where you display the Health and Safety Law poster, or where the leaflets are available from, where people can go for health and safety advice and what provision you make for training young workers or trainees.

# Information, instruction and supervision

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

**Chris Hawley**

- Health and safety advice is available from

**Chris Hawley**

- Supervision of young workers/trainees will be arranged/undertaken/monitored by

**Chris Hawley**



**Chris Hawley**

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



All employees must be given health and safety induction training when they start work, which should cover basics such as first aid and fire safety. There should also be job specific health and safety training. You also have to provide training if risks change, and refresher training when skills are not frequently used. Write down your arrangements for training here, including arrangements for record keeping.

# Competency for tasks and training

- Induction training will be provided for all employees by

**Chris Hawley**

- Job specific training will be provided by

**Chris Hawley  
and Senior Fitters**

- Specific jobs requiring special training are

**Use of battery operated power tools**

**Dishwasher dosing electronics**

**PAT testing equipment**

- Training records are kept at/by

**Helen Nugent,  
Office Manager**

- Training will be identified, arranged and monitored by

**Chris Hawley**



Employees must receive specialist health surveillance for certain work. Your COSHH assessments will identify where this specialist health surveillance is needed. You should note down your first aid arrangements here.

# Accidents, first aid and work-related ill health

- Health surveillance is required for employees doing the following jobs

**None identified in normal working conditions or work specification.**

- Health surveillance will be arranged by

**Helen Nugent**

- Health surveillance records will be kept by/at

**Helen Nugent**

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

**Site locations**

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

**At site locations**

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

**Helen Nugent,  
Office Manager**

**Chris Hawley**

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



You must be able to show that you are monitoring health and safety. You can monitor health and safety actively, eg doing spot check visits, or reactively, eg investigating any accidents or ill health. Record your procedures here.

# Monitoring

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

**Carry out regular review by work task to identify any changes in risk level or magnitude.**

**Modifications will be made to the relevant risk assessments and method statements.**

**Chris Hawley**

is responsible for investigating accidents.

**Chris Hawley**

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

**Chris Hawley**

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



Record your emergency procedures, how often they are checked and who by.

# Emergency procedures – fire and evacuation

## Site location employer

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

- Escape routes are checked *by/every*

## Site location employees

- Fire extinguishers are maintained and checked *by/every*

**Not applicable**

- Alarms are tested *by/every*

**Not applicable**

- Emergency evacuation will be tested *every*

**Not applicable**