



Health and Safety Policy

May 2017

HEALTH AND SAFETY POLICY

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1.0 STATEMENT OF INTENT

Notion Services has established this health and safety policy to ensure the health, safety and welfare of employees, members of the public, customers, contractors and others who may be affected by our activities.

This policy is implemented in all premises owned or controlled by Notion Services.

This policy is the company commitment to health and safety and full compliance is the company target.

In pursuance of this policy, Notion Services takes action to:-

- Identify, assess, and manage the health and safety risks arising from our work activities;
- Consult with our employees and seek their cooperation on matters affecting their health and safety;
- Provide and maintain safe plant and equipment;
- Ensure safe handling and use of substances;
- Provide information, instruction and supervision for employees;
- Ensure all employees are competent to do their tasks and to give them adequate training;
- Prevent accidents and cases of work related ill health, so far as is reasonably practicable; maintain safe and healthy working conditions;
- Oversee the implementation and function of the safety management system, and monitor and review this policy on an annual basis.
- Take disciplinary action for any breach of Company policy, rules or procedures.

John Durman
(Managing Director)

Date: 16th May 2017

2.0 ORGANISATIONAL RESPONSIBILITIES

2.1 Managing Director

The Managing Director is responsible for the following:-

- Having overall and final responsibility for health and safety.
- Being an active and visible leader in health and safety matters.
- Ensuring that the health and safety policy is fully implemented in respect of activities under their control.
- Managing health and safety performance as part of the Company's integrated approach to managing all business risks.

2.2 The Health and Safety Manager

The Director of Maintenance takes the role of Health and Safety Manager. The Health and Safety Manager is responsible for the following:-

- Day to day responsibility for the management of health and safety.
- Being an active and visible leader in health and safety matters.
- Ensuring implementation of this policy.
- Ensuring management commitment.
- Acting as the 'Competent Person' for the Company, providing advice, information and instructions to employees.
- Undertaking risk assessments as detailed in this policy annually or sooner if there have been any significant changes.
- Ensuring implementation of any actions arising and communicating control measures to relevant people.

2.3 Employees

Employees are responsible for the following:-

- Co-operating with managers and the Health and Safety Manager on health and safety matters.
- Adhering to all policies and procedures.
- Not interfering with anything provided to safeguard their health and safety.
- Taking reasonable care of their own health and safety.
- Taking reasonable care for the health and safety of others such as visitors.
- Reporting all health and safety concerns to the Health and Safety Manager.
- Being aware that breaches of Company safety rules and procedures will be subject to disciplinary action.
- Taking part in any health and safety related training, as required.

2.4 First aiders

As required by the Health and Safety (First Aid) Regulations 1981, we train sufficient Emergency First Aid at Work first aiders, as appropriate to our business and environment.

The Health and Safety Manager is responsible for determining the first aid facilities required by means of an annual risk assessment.

2.5 Persons responsible for fire safety

The Managing Director is the 'responsible person' for fire safety at the depot under the Regulatory Reform (Fire Safety) Order 2005. The 'responsible person' is the principal duty holder under the Order and therefore has responsibility for ensuring that fire safety arrangements are adequate including fire risk assessment, fire precautions, fire evacuation arrangements and training.

The Health and Safety Manager performs the legal role of 'competent' person for fire safety. This person has a level of training which allows them to understand and manage fire safety. They are also responsible for ensuring that fire precautions are managed on a day to day basis.

We appoint and train sufficient fire marshals to assist with an evacuation in the event of fire. The most senior person on site takes the role of lead fire marshal. The lead fire marshal is responsible for coordinating the evacuation of the building in the event of fire.

The list of fire marshals and the fire evacuation procedure can be found on the health and safety notice board at the depot.

3.0 MANAGEMENT ARRANGEMENTS

3.1 Consultation with employees

Consulting employees on health and safety matters is an important part of creating and maintaining a safe and healthy working environment and is a legal requirement under the Management of Health and Safety Regulations 1999.

This legislation requires that employees should be consulted on matters affecting their health and safety at work. These include:-

- The information that members of staff must be given on the likely risks and dangers arising from their work, measures to reduce or eliminate these risks and how to deal with a risk or a danger.
- Any change which may substantially affect their health and safety at work, for example in procedures, equipment or ways of working.
- The arrangements for having competent people to help satisfy the requirements of health and safety law.
- The planning of health and safety training.

This policy and associated procedures are communicated to all employees and health and safety matters are raised (where applicable) at our monthly meetings and when undertaking toolbox talks. All employees are encouraged to express their views regarding current arrangements and any proposed changes to arrangements.

3.2 External support

In accordance with the Management of Health and Safety at Work Regulations 1999, the Health and Safety Manager and the Managing Director has access to an appointed health and safety consultancy who provide our external health and safety support.

3.3 Health and safety management system

Our health and safety management system represents a typical management system and is in line with health and safety guidance:-

- Plan – identifying where we are now and where we want to be, writing our policy and establishing how we are going to measure our health and safety performance
- Do – Identifying our risk profile, identifying our hazards and how we will manage risk, deciding on our priorities, delegating responsibilities and involving everyone, providing appropriate training and supervising to ensure that our arrangements are being implemented successfully.
- Check – Making sure our plans have been implemented and measuring our performance to see if we are achieving our aims
- Act - Auditing and reviewing our activities, learning from accidents and ill-health data, revisiting our plans and policy and deciding whether they need updating.

We undertake a review of our health and safety management system annually so that we ensure that we have an effective system of managing health and safety and that we comply with all legislative requirements.

3.4 Health and safety reporting

Members of staff can report hazards in the first instance to the Health and Safety Manager and in their absence, to the Managing Director. Reports can be made by any means, for example, by telephone, email, text or in person. The Health and Safety Manager is responsible for taking the necessary action to resolve the issue.

Any serious health and safety incident should be reported immediately to the Health and Safety Manager.

3.5 Incident reporting

The Health and Safety Manager is responsible for reporting any injuries, diseases or dangerous occurrences which come under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 to the relevant Enforcing Authority.

3.6 Occupational health

All sickness absence should be reported to the Health and Safety Manager. This helps us to understand if there may be any work related issues relating to the illness or condition.

Where considered necessary by the Company or when requested by the employee, occupational health services are used to provide advice and support to us and the member of staff in relation to their health or condition.

3.7 Policy review

This policy is reviewed annually or sooner if there are significant changes.

3.8 Provision of information, instruction and supervision

In accordance with the requirements under the Management of Health and Safety at Work Regulations 1999, we have a legal obligation to ensure that employees and others are informed and instructed as necessary in respect of issues that have health and safety implications.

We have a health and safety notice board at the depot. The contents of the notice board are as follows:-

- The health and safety law poster
- Employer's liability insurance certificate
- Our health and safety policy statement
- Risk assessments
- The fire evacuation procedure
- List of fire marshals
- First aid procedure
- List of first aiders

Supervision of young workers/trainees is arranged and undertaken by the Health and Safety Manager.

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

3.9 Risk assessment

Under the Management of Health and Safety at Work Regulations 1999, regulation 3 states that the risks to the health and safety of employees, customers, visitors and contractors who may be affected by our work activities must be assessed. The Health and Safety Manager is responsible for undertaking the risk assessments and recording the findings (see each section of the policy and the list below for detail of who is responsible).

This process is carried out using a generic risk assessment pro-forma for each area of risk.

The Health and Safety Manager undertakes the following risk assessments:-

Site	Annually
Depot	Annually
New and expectant mothers	periodically throughout the pregnancy
Young persons	initially and periodically where required

The Health and Safety Manager is also responsible for ensuring that the control measures listed within the risk assessments are implemented in the workplace. The risk assessments allow for adding new hazards should they arise and for amending or adding new control measures as appropriate to the site.

All risk assessments are reviewed by the Health and Safety Manager annually or sooner if there have been significant changes.

With regard to fire risk assessment, this is reviewed annually by the Managing Director.

3.10 Training

We have a legal obligation to ensure that employees are trained as necessary in respect of issues that have health and safety implications.

Health and safety induction training is provided for all employees by the Health and Safety Manager.

The first part takes place at the depot and the second part on site at the start of each job. The training includes general health and safety including hazardous substances, manual handling, noise, stress, slips, trips and falls as well as first aid and fire safety training. This induction training takes place within one day of joining.

In addition, appointed fire marshals are provided with training to enable them to fulfil their role in an emergency.

First aiders are provided with Emergency First Aid at Work training and refresher training every three years by an external training provider.

Training is identified, arranged and monitored by the Health and Safety Manager. It is refreshed as appropriate for each type of training.

Training records are kept at the depot.

4.0 OPERATIONAL ARRANGEMENTS

4.1 Accident and incident reporting

Accidents resulting in injury or illness should be dealt with by a First Aider. The First Aider is responsible for recording the accident in accident book which is kept with the first aid kit in the yard area.

Incidents (accidents not resulting in injury or illness, near misses and other incidents) should be noted in the incident book which is also kept with the first aid kit.

Accidents and incidents should also be reported to the Health and Safety Manager.

4.2 Asbestos management

In accordance with the Control of Asbestos Regulations 2012, the Health and Safety Manager is responsible for identifying whether our building contains asbestos and managing the risk accordingly. This may involve removal of the product or more usually managing it in place by means of encapsulating the product so that it does not pose a risk or by labelling it so that its presence is made clear.

With regard to the presence of asbestos in client buildings where our employees work, a register must always be made available so that we are able to understand any risk to us. The Health and Safety Manager is responsible for obtaining the register.

4.3 Contractors

In order to reduce the risks associated with contractors working on our premises we have detailed procedures in place which should be followed by contractors and those responsible for working with contractors.

The Health and Safety at Work Act 1974, not only imposes duties upon each employer and member of staff but also extends to people directly or indirectly employed carrying out work at our premises.

The Health and Safety Manager is responsible for ensuring that contractors work safely so as not to endanger other people in the vicinity. This includes obtaining a method statement (including a risk assessment if necessary) from the contractor where necessary. The Health and Safety Manager must ensure that the method statement is adhered to whilst the work is being carried out.

In addition, the Health and Safety Manager ensures that the following requirements are in place:-

- Only contractors who have been approved by us through our vetting process are used to undertake work at our sites.
- Current policies are in force for Employers and Public Liability Insurance sufficient to cover their responsibilities under the contract.
- Not to use, without prior written authority, any plant, tools or equipment belonging to our Company.
- Recognise that any breach of statutory requirements committed by them may result in curtailment of their work where necessary until such a breach is remedied.
- Only carry out high risk activities if a Permit to Work has been issued to them by the Health and Safety Manager.
- Notify us verbally (and in writing if requested by us) immediately of any accident, accident or dangerous occurrence which is notifiable under RIDDOR which is sustained or witnessed by them or their agents.

4.4 Dermatitis

Dermatitis is a skin condition caused by contact with something that irritates the skin or causes an allergic reaction. The Health and Safety Manager is responsible for managing the risk of dermatitis as part of the Site Risk Assessment and the Depot Risk Assessment.

4.5 Display Screen Equipment

In accordance with the Display Screen Equipment (Health and Safety) Regulations 1992, we train and assess employees who are considered to be 'users' of display screen equipment to ensure that they are working safely and comfortably at their workstation. The regulations define 'users' as anybody who uses display screen equipment as a significant part of their normal working day. Based on this guidance, we consider employees who work in the depot to be 'users'.

The purpose of the training is to explain how we reduce the risks associated with using display screen equipment and how to set up a workstation correctly. The assessments are designed to identify a workstation that is not ergonomic or any incorrect working practices which may be causing, or lead to, discomfort and health conditions. Workstation training and assessments are delivered and undertaken by our Health and Safety Manager.

In accordance with the regulations, we re-assess employees each time they move desk positions, their desk is physically moved or when their role changes substantially.

The Health and Safety Manager is responsible for rectifying any issues and providing equipment or furniture as necessary as a result of the assessment.

Another requirement under these regulations is the entitlement to a free annual eye and eye sight test for people who are defined as 'users' of display screen equipment.

If the eye and eye sight test results shows that spectacles are required for working with display screen equipment at work, then a contribution towards the spectacles is made by us.

4.6 Driving for work

Employers have a legal obligation to assess and manage the risks associated with driving for work. Driving for work is any driving (vehicles including motorbikes) undertaken as part of an employee's role. It does not cover driving to and from the member of staff's usual place of work.

The Health and Safety Manager is responsible for assessing the risk of driving for work as part of the Site Risk Assessment.

4.7 Electrical safety

In accordance with the Electricity at Work Regulations 1989, all portable electrical equipment is regularly tested in accordance with the guidance provided under the legislation. The testing includes appliances at the depot as well as appliances taken to site.

This testing process also includes personal portable appliances which are brought into work by employees.

In addition, staff should visually check their equipment and wiring regularly for signs of damage or overheating and report any faults or problems to the relevant director.

In addition, the fixed wiring of the depot is inspected every five years in accordance with the guidance under the Electricity at Work Regulations 1989 and remedial works carried out in accordance with the findings of the inspection.

The above works are organised and managed by the Health and Safety Manager and the records for both are kept at the depot.

4.8 Fire safety

In accordance with the Regulatory Reform (Fire Safety) Order 2005, we undertake a fire risk assessment for the depot. The Health and Safety Manager is responsible for organising this. Any actions arising are implemented by the Health and Safety Manager. We undertake fire risk assessments every two years.

The Responsible Person named under the Regulatory Reform (Fire Safety) Order 2005 is the Managing Director.

The Competent Person named under the Regulatory Reform (Fire Safety) Order 2005 is the Health and Safety Manager. The Competent Person is responsible for ensuring that fire safety is managed at the depot and on site on a day to day basis. The Competent Person is provided with fire safety training to enable them to undertake this role.

We have a fire safety policy which details our organisational responsibilities, management arrangements and operational arrangements.

Escape routes and final exits are checked daily to ensure that they are free from obstruction prior to opening by the Health and Safety Manager. Call points are tested weekly in rotation, emergency lighting tested monthly and fire drills are carried out on a monthly basis. All fire precaution checks and relevant information is recorded in the site Fire Log Book.

We have a lead fire marshal and fire marshals appointed who have specific responsibilities as detailed in our fire evacuation procedure. The lead fire marshal is the most senior person on site at the time of the fire. The fire evacuation procedure is displayed on the health and safety notice board.

Our fire systems and equipment are maintained in accordance with current regulations and guidance. The Managing Director is responsible for ensuring that these arrangements are in place.

All records of servicing are kept on at the depot.

4.9 First aid

The First Aid (Health and Safety) Regulations 1981 require employers to conduct a risk assessment at least annually to determine what first aid facilities are required for the business including the correct number of first aid personnel required and the provision of first aid kits.

The Health and Safety Manager is responsible for determining the first aid facilities required by means of an annual risk assessment. As a result of this risk assessment, we train our First Aiders to achieve the Emergency First Aid at Work certificate.

The first aid procedure contains information about first aiders and provision of first aid. The procedure is posted on the health and safety notice boards.

A first aid box is kept at the depot and in each work vehicle.

All accidents and cases of work-related ill health are to be recorded in the accident book.

4.10 Hazardous substances

In accordance with the Control of Substances Hazardous to Health Regulations 2002 we have a duty to assess the health risks associated with the storage, use and disposal of substances which fall under these regulations.

Wherever possible, we purchase products that are non-hazardous or less hazardous and where this is not possible, we must assess the risk of harm from the products.

The Health and Safety Manager is responsible for identifying products which are identified as hazardous under the regulations.

The Health and Safety Manager responsible for undertaking the risk assessment as part of the Depot and Site Risk Assessments. The Health and Safety Manager is also responsible for ensuring that all actions identified in the assessments are implemented and that they are communicated to all relevant employees.

4.11 Home working

Home working can present risks to the employee such as working with display screen equipment and risks associated with the work environment (light, heat, space etc.).

Working at home should only be on an occasional basis and only when necessary. Working on a laptop computer should be limited to periods of up to one hour and up to four hourly sessions per day.

4.12 Lone working

Employers have a legal obligation to assess and manage the risks associated with lone working because of the special risks it can present. Lone working is working alone in a building or working alone in a remote part of a building.

The Health and Safety Manager is responsible for assessing the risk of lone working as part of the Depot and Site Risk Assessments.

4.13 Maintenance of plant and equipment

In accordance with the Provision and Use of Work Equipment Regulations 1998, we must ensure that we control the risks associated with using plant and equipment.

The Health and Safety Manager is responsible for ensuring that all of our equipment is serviced at an appropriate frequency so that it works efficiently and safely.

When there is a requirement to hire equipment from specialist hire shops, we undertake checks to make sure that the equipment is maintained in a safe condition and that we are provided with instructions on how to use the equipment safely.

Any defects with plant or equipment should be reported to the Health and Safety Manager.

The servicing records are kept at the depot.

4.14 Manual handling

In accordance with the Manual Handling Operations Regulations 1992, we identify any manual handling tasks which are carried out as part of our work. Manual handling is any task which involves lifting, pushing, pulling, carrying and putting down 'by hand or by bodily force'.

Once we have identified the tasks, we carry out a risk assessment on the tasks to identify the risks and control measures required.

The Health and Safety Manager is responsible for assessing the risk of manual handling as part of the Depot and Site Risk Assessments.

4.15 New and expectant mothers

Under the Management of Health and Safety Regulations 1999, we have a duty to assess and manage the special risks to new and expectant mothers and their babies. A new or expectant mother is a member of staff who is pregnant, who has given birth within the previous 6 months (including certain other circumstances relating to pregnancy) or someone who is breastfeeding.

Employees who meet the criteria of "new or expectant mother" are required to inform their Line Manager in the first instance.

The Health and Safety Manager is responsible for undertaking an assessment of the risks involved in relation to the employee's role and responsibilities and how these risks will be managed. The assessment is undertaken periodically throughout the pregnancy.

4.16 Personal protective equipment

Personal protective equipment is provided to employees free of charge. Such equipment must only be used in accordance with manufacturer's guidance. Failure to use or wear appropriate equipment can be dangerous and will lead to disciplinary action.

The Health and Safety Manager is responsible for ensuring that appropriate protective equipment is provided and maintained.

4.17 Personal safety

In order to protect the personal safety of our employees and others we have precautions in place. The risks associated with this work environment include the potential for assaults or threat of assault by others, and burglary.

The Health and Safety Manager is responsible for assessing the risk to personal safety as part of the Depot and Site Risk Assessments.

4.18 Safe systems of work

Safe systems of work are essential to protect people when they are carrying out any task which may present a danger. A safe system of work lays down how the task should be done so that it is done safely and without risk to anyone's health or safety.

Most safe systems of work will be dealt with as part of the Depot and Site Risk Assessments. However, some tasks are not dealt with as part of an existing risk assessment and therefore all tasks should be considered and managed before commencing.

Employees are responsible for notifying the Health and Safety Manager of any task which has not already been assessed as part of an existing risk assessment and how they are planning to undertake it. The Health and Safety Manager is responsible for considering the proposed safe system of work and ensuring that it is carried out safely and without risk to health or safety.

4.19 Safe use of equipment

In accordance with the Provision and Use of Work Equipment Regulations 1998, we must ensure that we control the risks associated with using equipment.

The Health and Safety Manager is responsible for ensuring that employees are trained in the safe use of all equipment and that it is used in accordance with the manufacturer's instructions.

The Health and Safety Manager is also responsible for assessing the risk of using equipment as part of the Depot and Site Risk Assessments.

4.20 Stress

We have a duty under the Health and Safety at Work etc. Act 1974 and under the Management of Health and Safety at Work Regulations 1999 to assess and manage the risk of stress at work.

The Health and Safety Manager is responsible for undertaking a risk assessment for their team to ensure the effective management of stress at work.

4.21 Visitors

Employees who are hosting customers and meetings with visitors must be diligent in ensuring the health and safety of the visitor. Where appropriate, the visitor must be informed of the arrangements for evacuation in the event of fire or other emergency.

4.22 Waste management

We dispose of our waste, including any hazardous waste, in accordance with current statutory waste management regulations.

4.23 Workplace environment

In accordance with the Workplace (Health, Safety and Welfare) Regulations 1992, we ensure that the work environment is comfortable and safe to work in.

This includes ensuring that there are adequate bathroom facilities, facilities for rest, a comfortable temperature and adequate ventilation, good air quality, clean surroundings with waste being removed frequently, comfortable furniture, good lighting and adequate space for people to work in.

All employees are responsible for ensuring high standards of housekeeping so that workplace risks are minimised.

4.24 Working at height

Working at height is any work where an injury could be sustained by falling including falling from very low heights. In accordance with the Work at Height Regulations 2005, we are responsible for assessing any work which involves a risk of falling and subsequent injury.

The Health and Safety Manager is responsible for managing the risks from working at height and it is addressed as part of the Depot and Site Risk Assessments.

4.25 Young persons

Under the Management of Health and Safety at Work Regulations 1999, employers have a duty to conduct a risk assessment on persons under the age of 18, due to the young person's inexperience within a working environment.

The Health and Safety Manager is responsible for undertaking a risk assessment for the individual young person in order to control the risks to that person. The assessment addresses the specific factors identified for the safety of the young person and other members of staff who may be affected by the work of the young person.

The parents or legal guardians must be informed by the Health and Safety Manager of the risk assessment and the control measures to be used to provide the safety of the young person and others.

The Health and Safety Manager should provide appropriate supervision to ensure that the young person undertakes his or her tasks safely.

Signed

Position within Company

Dated