

Health and Safety Policy

General Statement

This organisation is committed to ensuring the health, safety and welfare of its employees, so far as is reasonably practicable. We also fully accept our responsibility for other persons who may be affected by our activities. We will take steps to ensure that our statutory duties are met at all times.

Each employee will be given such information, instruction and training as is necessary to enable the safe performance of work activities.

It is the duty of management to ensure that all processes and systems of work are designed to take account of health and safety and are properly supervised at all times. Adequate facilities and arrangements will be maintained to enable employees and their representatives to raise issues of health and safety.

Competent people will be appointed to assist us in meeting our statutory duties including, where appropriate, specialists from outside the organisation.

Every employee must co-operate with us to enable all statutory duties to be complied with. The successful implementation of this policy requires total commitment from all levels of employee. Each individual has a legal obligation to take reasonable care for his or her own health and safety, and for the safety of other people who may be affected by his or her acts or omissions. Full details of the organisation and arrangements for health and safety will be set out in separate documents.

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of legislative or organisational changes.

Management responsibility

Managers are responsible for ensuring that the safety policy is implemented within their own departments. Managers must monitor the workplace to ensure that safe conditions are maintained. Where risks are identified the manager must ensure that these are rectified, so far as is reasonably practicable.

Management duties include the following:

- (a) ensuring that employees, contractors and visitors are aware of safety procedures
- (b) establishing that all equipment, plant and substances used are suitable for the task and are kept in good working condition; this includes the regular maintenance and servicing of equipment
- (c) providing adequate training, information, instruction and supervision to ensure that work is conducted safely
- (d) taking immediate and appropriate steps to investigate and rectify any risks to health and safety arising from the work activity
- (e) bringing to the prompt attention of senior management any health and safety issue that requires their attention

ensuring that all accidents and 'near misses' are properly recorded and reported and that an investigation is carried out to determine causal factors

- (g) maintaining safe access to and egress from the workplace at all times.

Managers dealing with particular topic areas will be advised of any specific health and safety duties. (For example, the purchasing manager will be required to obtain material safety data sheets for COSHH purposes prior to ordering a substance for the first time.)

Employee responsibility

All employees must:

- (a) take reasonable care for their own health and safety
 - (b) consider the safety of other persons who may be affected by their acts or omissions
 - (c) work in accordance with information and training provided
 - (d) refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons
 - (e) report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay
- not undertake any task for which authorisation and /or training has not been given.

Health and safety assistance

Competent persons have been appointed to assist us in meeting our health and safety obligations. These people have sufficient knowledge and information to ensure that statutory provisions are met and that the safety policy is being adhered to.

Names, job titles and functions of these people are listed below:

Health and safety officer	Stan Kidney
First-aider	David Savill
Fire marshal	David Petican
Welfare officer	Mike Dixon

The company recognises that there may be occasions when specialist advice is necessary. In these circumstances, the services of competent external advisors will be obtained.

Our Consultants are:
Hascom Network Ltd
160 Millbrook Road East
Southampton. SO15 1JR

First aid The company will maintain suitable numbers of first aid personnel to deal with minor accidents and emergencies at the workplace. These personnel will have sufficient training and qualifications in accordance with statutory requirements.

Emergency procedures Emergency procedures are designed to give warning of imminent danger and to allow personnel to move to a place of safety. The manager of each department is responsible for ensuring that all employees and visitors within the area are informed of, and are fully conversant with, emergency procedures. Fire marshals will be appointed for each area to assist with an evacuation. They will be given adequate instruction and training to ensure effectiveness.

Health surveillance We will ensure that health surveillance of individuals is provided where required under statutory provisions or where this would be of benefit to maintaining health, safety and welfare.

Information and communication We will ensure that suitable and relevant information relating to health, safety and welfare at the workplace is disseminated to staff and non-employees.

Statutory notices will be displayed throughout the workplace.
Safety committee meetings will be held regularly, during which time matters arising in connection with health and safety can be discussed.