



Health and Safety Policy Statement

Health and Safety at Work etc Act 1974

This is the Health and Safety Policy Statement of Residential Sprinkler Protection and covers the activities at the various sites where it may operate.

1 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 and fellow contractors 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:



Anthony Newman

Proprietor

Effective:

1st July 2010

2 Responsibilities

Overall and final responsibility for health and safety is that of:

Anthony Newman

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

Supervising Engineer on remote sites

3 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 that of others e.g. fellow employees; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement.)

4 Health and safety risks arising from our work activities

4.1 General risk assessment

A general risk assessment will be undertaken by:	Supervising Engineer
The findings of the general risk assessment will be reported to:	Anthony Newman
Action required to remove/control risks will be approved by:	Anthony Newman
Responsibility for ensuring the action required is implemented rests with:	Supervising Engineer
Checking that the implemented actions have removed/reduced the risks will be done by:	Anthony Newman

This general risk assessment will be reviewed Weekly or when the work activity changes, whichever is soonest.

4.2 Fire risk assessment

A fire risk assessment will be undertaken by:	Anthony Newman
The findings of the fire risk assessment will be reported to:	Anthony Newman
Action required to remove/control risks will be approved by:	Anthony Newman
Responsibility for ensuring the action required is implemented rests with:	Anthony Newman
Checking that the implemented actions have removed/reduced the risks will be done by:	Anthony Newman

This fire risk assessment will be reviewed Annually or when the work activity changes, whichever is soonest.

4.3 Display Screen Equipment risk assessment

A Display Screen Equipment risk assessment will be undertaken by:	Anthony Newman
The findings of the Display Screen Equipment risk assessment will be reported to:	Anthony Newman
Action required to remove/control risks will be approved by:	Anthony Newman
Responsibility for ensuring the action required is implemented rests with:	Anthony Newman
Checking that the implemented actions have removed/reduced the risks will be done by:	Anthony Newman

This Display Screen Equipment risk assessment will be reviewed Annually or when the work activity changes, whichever is soonest.

4.4 Manual handling risk assessment

A manual handling risk assessment will be undertaken by:	Site Supervisor
The findings of the Manual Handling risk assessment will be reported to:	Anthony Newman
Action required to remove/control risks will be approved by:	Anthony Newman
Responsibility for ensuring the action required is implemented rests with:	Site Supervisor
Checking that the implemented actions have removed/reduced the risks will be done by:	Anthony Newman

This manual handling risk assessment will be reviewed Annually or when the work activity changes, whichever is soonest.

4.5 Noise risk assessment

A noise risk assessment will be undertaken by:	Supervising Engineer
The findings of the noise risk assessment will be reported to:	Anthony Newman
Action required to remove/control risks will be approved by:	Anthony Newman
Responsibility for ensuring the action required is implemented rests with:	Supervising Engineer
Checking that the implemented actions have removed/reduced the risks will be done by:	Anthony Newman

This noise risk assessment will be reviewed Weekly or when the work activity changes, whichever is soonest.

4.6 Asbestos risk assessment

An asbestos risk assessment will be undertaken by:	Supervising Engineer
The findings of the asbestos risk assessment will be reported to:	Anthony Newman
Action required to remove/control risks will be approved by:	Anthony Newman
Responsibility for ensuring the action required is implemented rests with:	Anthony Newman
Checking that the implemented actions have removed/reduced the risks will be done by:	Anthony Newman

This asbestos risk assessment will be reviewed Weekly or when the work activity changes, whichever is soonest.

5 Consultation with employees

Employee representative(s) is/are:	All employees
Consultation with employees is provided by:	meeting

6 Safe plant and equipment

Equipment/plant needing maintenance will be identified by:	Site Supervisor
Ensuring effective maintenance procedures are drawn up is the responsibility of:	Site Supervisor
Ensuring that all identified maintenance is implemented is the responsibility of :	Site Supervisor
Any problems found with plant/equipment should be reported to:	Anthony Newman
Checking that new plant and equipment meets health and safety standards before it is purchased will be done by:	Anthony Newman

7 Information, instruction and supervision

The Health and Safety Law poster is displayed at:	Fabrication Workshop
The Health and Safety Law leaflets are issued by:	Anthony Newman
Health and safety advice is available from:	Safecontractor

Supervision of young workers/trainees will be arranged/undertaken/monitored by:	Supervising Engineer
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Responsibility for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information rests with:	Supervising Engineer
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8 Competency for tasks and training

Training will be identified, arranged and monitored by:	Anthony Newman
Induction training will be provided for all employees by:	Anthony Newman
Job specific training will be provided by:	Supervising Engineer
Training records are kept by:	Anthony Newman
Training records are kept:	Admin Office

9 Accidents, first aid and work-related ill health

The first aid box(es) is/are kept:	Admin Office, Fabrication Workshop, work vehicles
The appointed first aider(s) is/are:	Site Supervisor

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

The book is kept by:	Anthony Newman
The book is kept:	Admin Office
The responsibility for reporting accidents, diseases and dangerous occurrences to the enforcing authority rests with:	Anthony Newman

10 Monitoring

To check our working conditions, and ensure our safe working practices are being followed, we will do the following:	Regular checks on adopted procedures
The responsibility for investigating accidents rests with:	Anthony Newman
The responsibility for investigating work-related causes of sickness absences rests with:	Anthony Newman
The responsibility for acting on investigation findings to prevent a recurrence rests with:	Anthony Newman

11 Emergency procedures: fire and evacuation

Escape routes are:	Per site inductions
These are checked by:	Site Supervisor
Fire extinguishers are located:	Per site inductions
Fire extinguishers are maintained and checked by:	Per site inductions
Alarm bells and/or sirens are located:	Per site inductions
Alarms are tested by:	Per site inductions
Emergency evacuation will be tested every:	Per site inductions

12 Review

This health and safety policy will be reviewed on or before 01 July 2011