

HEALTH AND SAFETY POLICY



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And is fully supported by them until: 17th February 2019

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Health and Safety Policy Amendment Sheet

Record of Amendments

Version No:	Date:	Index Ref:	Brief Description of Amendment:
One	29.07.2011		First Issue
Two	01.05.2012	Part 1	Changes to Management Structure and Responsibilities
		Part 2	Section B – Updated Work Related Stress Section N – Updated Accident Investigation Reporting
		Guidance Notes	Updated H201 Asbestos General, H203 Asbestos Information, Instruction & Training and N005 RIDDOR Reporting
Three	13.03.2013		Annual Review
Four	05.08.2014	Part 1	Update to Health & Safety Statement
		Part 2	Section B – new Risk Assessment template; updated flowchart Section C - addition of Temporary Works Section H – new COSHH Assessment template Section N – RIDDOR updates
		Guidance Notes	Updated A002 Health and Safety Advice/Support, N002 Training Requirements for First Aiders, N005 RIDDOR Reporting
Five	07.05.2015	Part 1	Updated SmokeFree Policy Statement
		Part 2	Section C - updated due to changes in CDM Regulations Section H – new COSHH Assessment template Section L – new Manual Handling form
Six	21.04.2016	Part 1	Updated Introductory Note and Responsibilities
		Part 2	Section H updated DSEAR Section R updated Drugs and Alcohol
Seven	10.04.2017	Part 2	Updated Section L Manual Handling Updated Section R: Drugs, Alcohol and Other Substances (to include psychoactive substances)
		Guidance Notes	Updated O017 Employee Health Questionnaire Updated P004 RPE

Record of Amendments (ctd.)

Version No:	Date:	Index Ref:	Brief Description of Amendment:
Eight	22.03.2018		Annual Review

INTRODUCTORY NOTE

This health and safety management system (the policy) is divided into three sections - policy, arrangements and guidance notes.

The '**policy**' section contains the company's policy statement together with the health and safety organisation and the responsibilities allocated to individuals.

The arrangements for putting the goals of the policy statement into practice are contained in more specific form in the '**arrangements**' section, which includes procedural flow diagrams and high level guidance.

The '**guidance note**' section contains guidance to be observed and adhered to in the course of company operations. Such guidance would be applied in conjunction with task and site specific health and safety instructions and documentation pertinent to individual work activities and environments.

Terminology - throughout this documented health and safety management system we have allocated key responsibilities/duties to employees of Palmer Woods Limited. We use the terminology "ensure" this shall be "so far as is reasonably practicable" as stipulated within the Health Safety at Work etc. Act 1974.

Where relevant health and safety regulations require mandatory compliance the terminology "ensure" shall be absolute.

Where we have used terms such as "recommend" or "preferred" within the document, these are the recognised standards or methods to be met to comply with the regulations and duties imposed by the Health and Safety at Work etc. Act.

COMPLIANCE REVIEW

Palmer Woods Limited's health and safety policy shall be formally reviewed annually by THSP for as long as this Company retains their services. This review shall cover all sections of the policy and shall ensure that:

- a) The responsibilities reflect the current staffing of the Company.
- b) The arrangements remain unchanged.
- c) The guidance is still applicable.

Additionally, the policy shall be reviewed as necessary to reflect any changes in legislation, appointments or working methods and materials used.

SAFETY PROGRAMME

THSP shall undertake an annual review of the Company's safety programme to ensure that the organisation is complying with the policy. This review shall check that:

1. All the responsibilities allocated in the policy are understood and are being performed.
2. The arrangements set up in the policy are being complied with and remain effective.
3. Records, as required in the policy, are being adequately compiled and retained.
4. All the necessary reports are being prepared and forwarded to the relevant persons within the company and the relevant enforcing authorities.
5. Any additional training needs are identified at all levels as appropriate.
6. Accident and incidents records are being monitored in order to identify trends.

The results of the review shall be compiled into a report for the managing director and shall include recommendations of the actions to be taken in order to rectify any non-compliance and improve overall health and safety performance.

Palmer Woods Limited

Health and Safety Policy Statement

In accordance with its duty under Section 2(3) of the Health and Safety at Work etc. Act 1974 and in fulfilling its obligations to both employees and the public who may be affected by its activities; the Directors of Palmer Woods Limited have produced the following statement of policy in respect of health and safety.

It is our aim to achieve a working environment which is free of work-related accidents, incidents and ill-health and to this end we will pursue continuing improvements from year to year.

We undertake to discharge our statutory duties by:

- Complying with applicable legal requirements, and with other requirements to which the company subscribes that relate to its OH&S hazards.
- Identifying hazards in the workplace, assessing the risks related to them and implementing appropriate preventative and protective measures.
- Providing and maintaining safe work equipment.
- Establishing and enforcing safe methods of work.
- Recruiting and appointing personnel who have the skills, abilities and competence commensurate with their role and level of responsibility.
- Ensuring that tasks given to employees are within their skills, knowledge and ability to perform.
- Ensuring that technical competence is maintained through the provision of refresher training as appropriate.
- Promoting awareness of health and safety and of good practice through the effective communications of relevant information, ensuring all persons within the organisation are made aware of their individual OH&S responsibilities.
- Identifying opportunities and needs for continual improvement of OH&S performance and the prevention of injury and ill health.
- Furnishing sufficient funds needed to meet these objectives.
- Ensuring that health and safety will not be compromised for other objectives.

All employees on their part are encouraged to contribute actively towards achieving a work environment that is free of accidents, incidents and ill health.

Our health and safety policy will be reviewed periodically to monitor its effectiveness and to ensure that it remains relevant and appropriate to the organisation.

This statement is to be read in conjunction with the responsibilities, arrangements, procedures and guidance that together form the health and safety policy for Palmer Woods Limited.

Signed: Date:
On behalf of Palmer Woods Limited

Palmer Woods Limited

SmokeFree Policy Statement

PURPOSE

This policy has been developed to protect all employees, customers and visitors from exposure to second-hand smoke and to assist in compliance with the Health Act 2006.

Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

POLICY

It is the policy of Palmer Woods Limited that all our workplaces are smoke-free, and all employees have a right to work in a smoke-free environment. Smoking and the use of e-cigarettes and similar devices are prohibited in all enclosed and substantially enclosed premises in the workplace and all work vehicles if they are used by more than one person. This policy applies to all employees, customers, consultants, contractors and visitors.

IMPLEMENTATION

Overall responsibility for policy implementation and review rests with the Directors. However, all employees are obliged to adhere to and support the implementation of the policy. They shall inform all existing employees of the policy and their role in the implementation and monitoring of the policy. They will also ensure that new employees are given a copy of the policy on recruitment/induction. Appropriate 'No-Smoking' signs will be clearly displayed at the entrances to and within the organisation's premises and in all smoke-free vehicles.

NON-COMPLIANCE

Disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with smoke-free law may also be liable to a fixed penalty fine and possible criminal prosecution.

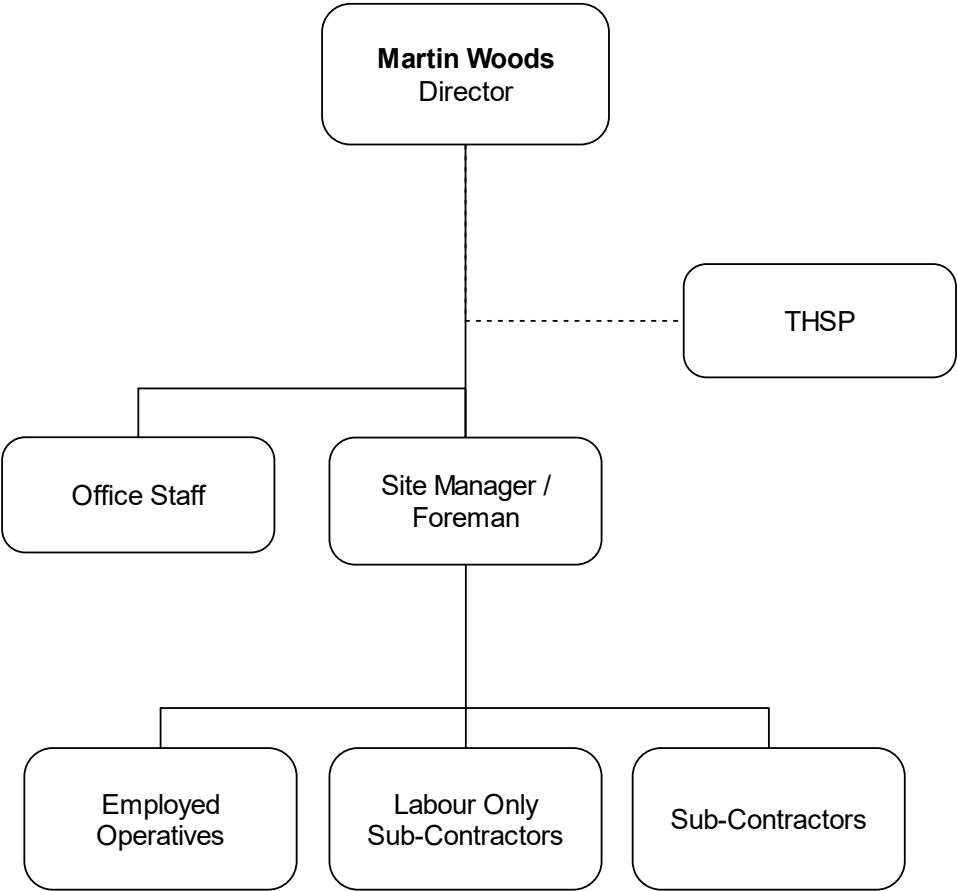
HELP TO STOP SMOKING

The NHS offers a range of free services to help smokers give up. Visit **www.nhs.uk/smokefree** or call the NHS Smoking Helpline on 0300 123 1044 for details.

Signed: Date:
On behalf of Palmer Woods Limited

Palmer Woods Limited

Management Structure for Health and Safety



Martin Woods - Director

The Director's health and safety responsibilities are to ensure that:

1. The policy is effectively implemented, monitored, developed and communicated to all staff and that necessary alterations are made to the policy to reflect changes in legislation or organisation development.
2. Suitable and sufficient funds, people and equipment are made available to meet the health and safety requirements of the policy.
3. The appropriate insurance cover is provided and maintained.
4. Procedures are put in place to ensure that all equipment is in good condition, adequately maintained, is suitable for the purpose for which it is used and has any required certificates of inspection or examination.
5. All levels of management and employees understand their responsibilities for health and safety placed upon them by this policy.
6. An effective training programme is established to ensure that all levels of employees are trained and competent to carry out their duties.
7. Senior management recognises its role in providing health and safety leadership in the company and to engage the active participation of workers in improving health and safety through continuous improvement.
8. Procedures are put in place to ensure that planning and control measures are provided to establish safe working methods for situations involving potential hazards.
9. Health and safety objectives are set and their achievement is measured and reported in the management review.
10. They actively lead the implementation of the health and safety policy.
11. Written instructions are provided through risk assessment and safe systems of work to establish working methods, to explain the sequence of operations, to outline the potential hazards and implementation of suitable risk controls.
12. They communicate and consult with staff on issues of health and safety and encourage staff to report hazards and raise health and safety concerns.
13. All reportable injuries, diseases and dangerous occurrences are reported to the relevant enforcing authority.
14. All accidents, incidents, ill health, dangerous occurrences and other issues concerning safety raised by anyone at work are recorded and investigated such that effective controls can be implemented to help prevent recurrence.
15. Any hazardous substances are stored, transported, handled and used in a safe manner in accordance with manufacturers' instructions and established rules and procedures.
16. Procedures are put in place to ensure that adequate welfare facilities are provided for employees.
17. Where necessary, health and safety rules are developed to meet organisation and legislative requirements.
18. Personal protective equipment is readily available and maintained, and relevant employees are aware of its correct use, storage and procedures for replacement.
19. Policies, procedures and programmes are reviewed and approved.
20. They set a good personal example by following established health and safety rules/guidelines.

Site Manager/Foreman

The Site Manager/Foreman's health and safety responsibilities are to ensure that:

1. They understand the organisation's health and safety policy and understand their responsibilities.
2. They actively lead the implementation of the health and safety policy.
3. They are responsible and accountable for the organisation's Health and Safety performance at their level.
4. They develop a positive Health and Safety attitude / culture and a clear understanding among those employees reporting to them.
5. They provide guidance to their staff.
6. Adequate welfare facilities are provided and maintained in a satisfactory condition.
7. They communicate and consult with staff on issues of health and safety and encourage staff to report hazards and raise health and safety concerns.
8. Written instructions are provided through risk management and safe systems of work to establish working methods, to explain the sequence of operations, to outline the potential hazards and implementation of suitable risk controls.
9. Hazardous substances are stored, transported, handled and used in a safe manner in accordance with manufacturers' instructions and established rules and procedures.
10. All health and safety rules are followed by all.
11. All equipment within the workplace is maintained in a safe condition, guarded in accordance with the relevant legislation and has the statutory certificates of inspection or examination.
12. They evaluate the functional performance of health and safety providing guidance or training where necessary.
13. They monitor staff progress toward achieving their health and safety goals.
14. Adequate supervision of staff is provided to ensure that they are working safely, including the provision of increased supervision vulnerable groups.
15. Safety training requirements are identified for all members of staff under their control to ensure that those members of staff are competent to undertake their work in a safe manner.
16. They review monthly health and safety reports and performance statistics, informing Senior Management of any safety issues that cannot be resolved.
17. Personal protective equipment is readily available and maintained, and relevant employees are aware of its correct use, storage and procedures for replacement.
18. They set a good personal example by following established health and safety rules/guidelines.
19. Their line manager is informed of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.

Employed Operatives, Labour Only Sub-Contractors and Office Staff

The Employed Operatives, Labour Only Sub-Contractors and Office Staff's health and safety responsibilities are to ensure that they:

1. Understand the organisation's health and safety policy, understand their responsibilities and comply with the requirements.
2. Avoid improvisation and only use the correct equipment for the task.
3. Use the correct personal protective equipment as provided.
4. Report all defective equipment and materials, or any obvious safety or health hazards.
5. Take reasonable care not to endanger themselves or other persons through their actions or omissions at work.
6. Warn new employees of known hazards.
7. Refrain from horseplay and follow all health and safety rules.
8. Do not misuse or abuse anything provided under a statutory requirement in the interests of health and safety.
9. Co-operate with the organisation on all aspects of health, safety and welfare.
10. Do not operate any equipment unless they have been fully trained and instructed in its operation.
11. Report all accidents and incidents so that action can be taken to prevent a recurrence.
12. Inform their line manager of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.

Sub-Contractors

The **Sub-Contractors'** health and safety responsibilities are to ensure that they:

1. Provide copies of their health and safety policy and any other relevant documentation appertaining to health and safety that may be requested by the organisation.
2. Comply with all the requirements of this organisation's health and safety policy.
3. Undertake work in accordance with the relevant statutory provisions and taking into account the safety of others on the site and the general public.
4. Ensure that all equipment used is safe and in good working condition, and is accompanied by any necessary certification.
5. Ensure that any injury suffered or damage caused by their employees is reported immediately to this organisation's representative.
6. Follow this organisation's safety rules and comply with any safety instructions given by our representative.
7. Ensure that any materials which have health, safety or fire risks are used and stored in accordance with regulations and current recommendations and such information is provided to any other person who may be affected. Assessment of risk associated with any substance or process hazardous to health that will be used must be presented to this organisation's representative before work commences.
8. Ensure that workplaces are kept tidy and all debris, waste materials, etc. are cleared as work proceeds.
9. Provide written instructions through risk assessment and safe systems of work to establish safe working methods, to explain the sequence of operations, outline the potential hazards and the implementation of suitable risk controls.
10. Attend safety meetings as requested; these meetings shall be the principal point for the transfer of information.

THSP

THSP have been retained as the organisation's Safety Advisers and shall:

1. Ensure that the health and safety policy and documentation, as prepared by them, is reviewed and updated as required.
2. Provide a telephone advisory service relating to all aspects of health and safety at work.
3. Carry out site safety inspections, as requested by the organisation.
4. Provide written reports and assessments for the organisation subsequent to the inspections.
5. By arrangement, provide an accident investigation service and liaise with the enforcing authority.
6. If requested, assess all method statements prepared by the organisation.
7. If requested, attend meetings regarding health and safety, on behalf of the organisation.
8. If requested, provide health and safety training to both management and staff.
9. Ensure that THSP's staff act to reduce imminent danger wherever that may be seen in any area of the organisation's responsibilities.