

# Health and Safety Policy

## INTRODUCTION

We have a legal requirement to produce, and revise as necessary, a Health and Safety Policy. Our Health and Safety Policy forms a significant part of our Health and Safety Management System (HSMS) including:

- Our commitment to managing Health and Safety
- Our policies
- Our procedures
- Responsibilities for Health and Safety
- Monitoring and reviewing activities to ensure the effectiveness of our HSMS.

Our 'Health and Safety Policy Statement' is a broad statement of our commitment to the effective management of health and safety and is posted around our premises so that all staff are aware of our intentions. We have documented our policies which identify, in individual topic areas, what we intend to do to control risks, manage health and safety issues, and comply with legal requirements.

They are supported with procedures to provide us with a means of managing the health and safety aspects of that particular topic. The procedures record how we will implement the associated policy and require further arrangements to be put into practice such as training, risk assessment, record keeping, monitoring etc. Having identified what to do and how to do it, we then identify who is responsible for ensuring that our policy is implemented and that our Health and Safety Management System is working.

We record our Organisation structure to clearly identify reporting lines and areas of responsibility, supporting this with written responsibilities and rules for all staff and specific responsibilities for key members of staff. Our monitoring activities are aimed at checking the implementation of our policies and procedures, and ensuring that they have sufficient scope to cover all areas of risk. They are complemented by our hazard spotting checklists that we complete according to the specified schedule.

The legal references that follow identify the full titles of legislation which, for ease of reading, are referred to in shorter form throughout our system. The main Health and Safety legislation affecting our organisation is as follows:

Health and Safety at Work, etc. Act 1974

Corporate Manslaughter and Corporate Homicide Act 2007

Equality Act 2010

Management of Health and Safety at Work Regulations 1999 as amended

Provision and Use of Work Equipment Regulations 1998

Manual Handling Operations Regulations 1992

Workplace (Health, Safety and Welfare) Regulations 1992

Work at Height Regulations 2005 as amended

Health and Safety (Display Screen Equipment) Regulations 1992 as amended

Personal Protective Equipment at Work Regulations 1992 as amended

Fire Safety Order 2005

Control of Asbestos Regulations 2006

Electricity at Work Regulations 1989

Health and Safety (Safety Signs and Signals) Regulations 1996

Health and Safety (First Aid) Regulations 1981

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Control of Substances Hazardous to Health Regulations 2002 as amended

Registration, Evaluation, Authorisation and Restriction of Chemicals (EC Regulations No. 1907/2006) as amended

Employers' Liability (Compulsory Insurance) Act 1969

Employers' Liability (Compulsory Insurance) Regulations 1998

Health and Safety Information for Employees Regulations 1989

Working Time Regulations 1998 as amended

Smoke-free (Premises and Enforcement) Regulations 2006

Smoke-free (Signs) Regulations 2012

Smoke-free (Exemptions and Vehicles) Regulations 2007

Lifting Operations and Lifting Equipment Regulations 1998

Gas Safety (Installation and Use) Regulations 1998

Pressure Systems Safety Regulations 2000

Control of Noise at Work Regulations 2005

Construction (Design and Management) Regulations 2015

Confined Spaces Regulations 1997

Diving Operations at Work Regulations 1997

## Dangerous Substances and Explosive Atmosphere Regulations 2002

NB For simplicity this legislation may be referred to in shorter form elsewhere in our documentation.

### **KNOWLTON & NEWMAN LTD will:**

Establish and implement a Health and Safety Management System to manage the risks associated with our premises and activities.

Regularly monitor our performance and revise our Health and Safety Management System as necessary to ensure we achieve our objective of continuous improvement.

Provide sufficient resources to meet the requirements of current Health and Safety legislation and aim to achieve the standards of 'Good Practice' applicable to our activities.

Actively promote an open attitude to Health and Safety issues, encouraging staff to identify and report hazards so that we can all contribute to creating and maintaining a safe working environment.

Communicate and consult with our staff on all issues affecting their health and safety and, in doing so, bring this policy to their attention.

Provide adequate training for our staff to enable them to work safely and effectively, and to ensure they are competent and confident in the work they carry out.

Carry out and regularly review risk assessments to identify hazards and existing control measures. We will prioritise, plan and complete any corrective actions required to reduce risk to an acceptable level.

Maintain our premises and work equipment to a standard that ensures that risks are effectively managed.

Ensure that responsibilities for Health and Safety are allocated, understood, monitored and fulfilled.

Retain access to competent advice and assistance through the support of Croner Consulting, thereby ensuring that we are aware of relevant changes in legislation and 'Good Practice'.

Provide health surveillance for staff where appropriate and maintain records.

Co-operate with other organisations on construction sites to ensure that they are aware of any risks to their employees and other people posed by our activities, that we are aware of any risks to our employees from their activities, and that we comply with the requirements of relevant legislation.

It is the duty of all of us when at work:

To take reasonable care of our own safety

To take reasonable care of the safety of others who may be affected by what we do or fail to do

To co-operate so that we can all comply with our legal duties

To ensure we do not interfere with or misuse anything provided in the interests of health and safety.

Signed:



**Robert Knowlton**  
**Managing Director**

Date: 11<sup>th</sup> December 2019.

Next Review Date: December 2020