

HEALTH &  
SAFETY POLICY  
DOCUMENT

# **Health & Safety Policy Statement**

Health and Safety at Work etc. Act 1974

This is the Health and Safety Policy Statement of LawN & Border

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 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

Employer

Date

Review Date March 2016

# **Responsibilities**

- 1 Overall and final responsibility for health and safety is that of Nick Barban.
- 2 Day-to-day responsibility for ensuring this policy is put into practice is delegated to Nick Barban.
- 3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas – Nick Barban – all.
- 4 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
  - Report all health and safety concerns to an appropriate person (as detailed in this policy statement).

## **Health and safety risks arising from our work activities**

- 1 Risk assessments will be undertaken by Nick Barban.
- 2 The findings of the risk assessment will be reported to Nick Barban.
- 3 Action approved to remove/control risks will be approved by Nick Barban.
- 4 Responsibility for ensuring the action required is implemented will be Nick Barban.
- 5 Checking that implemented actions have removed/reduced the risks will be carried out by Nick Barban.
- 6 Assessments will be reviewed every 6 months or when the work activity changes, whichever is soonest.

## **Consultation with employees**

- 1 There are currently no employees. Part time staff are used from time to time and are notified of our Health & Safety Documentation.

# **Safe Plant and Equipment**

- 1 Responsibility for identifying all equipment/plant needing maintenance will be carried out by Nick Barban.
- 2 Responsibility for ensuring effective maintenance procedures are drawn up will be carried out by Nick Barban.
- 3 Responsibility for ensuring that all identified maintenance is implemented will be carried out by Nick Barban.
- 4 Any problems found with plant/equipment should be reported to Nick Barban.
- 5 Checking that all new plant and equipment meets health and safety standards before it is purchased will be carried out by Nick Barban.

## **Safe handling and use of substances**

- 1 Responsibility for identifying all substances which needs a COSHH (Control of Substances Hazardous to Health Regulations (COSHH) 2002) assessment will be carried out by Nick Barban.
- 2 Responsibility for undertaking COSHH assessments will be carried out by Nick Barban.
- 3 Responsibility for ensuring that all actions identified in the assessments are implemented by Nick Barban.
- 4 Responsibility for ensuring that all relevant employees are informed about the COSHH assessments will be carried out by Nick Barban.
- 5 Checking that new substances can be used safely before they are purchased will be carried out by Nick Barban.
- 6 Assessments will be reviewed every 6 months or when the work activity changes, whichever is soonest.

## **Information, instruction and supervision**

- 1 The Health and Safety Law leaflets are issued by the Health and Safety Executive.
- 2 Health and safety advice is available from the Health and Safety Executive.
- 3 Supervision of young workers/trainees will be arranged/undertaken/monitored by Nick Barban.
- 4 Responsibility for ensuring that our employees working at locations under the control of the employers are given relevant health and safety information is to be carried out by Nick Barban.



## **Competency for tasks and training**

- 1 Induction training will be provided for all employees by Nick Barban.
- 2 Job specific training will be provided by Nick Barban.
- 3 Specific jobs requiring special training will be dealt with at the appropriate time.
- 4 Training records are kept by Nick Barban.
- 5 Training will be identified, arranged and monitored by Nick Barban.

## **Accidents, first aid and work-related ill health**

- 1 Health surveillance is required for employees doing a wide variety of jobs. These will be identified as and when necessary.
- 2 Health surveillance will be arranged by Nick Barban.
- 3 Health surveillance records will be kept by Nick Barban.
- 4 The first aid box is kept in the on-site vehicle used by Nick Barban.
- 5 The appointed person/first aider is Nick Barban.
- 6 All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by Nick Barban.
- 7 Responsibility for reporting accidents, diseases and dangerous occurrences to the enforcing authority will be carried out by Nick Barban.

# **Monitoring**

- 1 To check our working condition and ensure our safe working practices are being followed, we will:

## **Active**

- Carry out regular inspections of working practice.
- Carry out spot check visits.
- Safety representative inspections.

## **Reactive**

- Investigation of accidents, sickness or absence.
  - Updating the health and safety policy document as necessary.
- 2 Responsibility for investigating accidents will be carried out by Nick Barban.
  - 3 Responsibility for investigating work-related causes of sickness absences will be carried out by Nick Barban.
  - 4 Responsibility for acting on investigation findings to prevent a recurrence will be carried out by Nick Barban.

# **Emergency procedures – fire and evacuation**

- 1 No office premises are relevant.