**Attlebridge Concrete Products Ltd**

**Health and Safety Policy**

**POL004**

The purpose of this policy is to share and communicate our commitment to a workplace free from harm through the prevention of injury, ill health, pollution and operational loss. This policy applies to all Attlebridge Concrete Products Ltd employees

We recognise the right of our workforce to have a safe and healthy workplace and are committed to maintaining a strong and sustainable HSE culture across all our operations:

**We therefore aim to:**

* Ensure that all employees are fully aware, through training, of their own individual responsibilities for safety and of the safety rules and procedures which are relevant to their own jobs. To this end this document will be available to all employees and all amendments will be notified to all employees on issue.
* Maintain necessary and up to date knowledge and information and developments concerned with safety and health at work.
* Ensure that legal requirements are met.
* Ensure new methods, machinery and procedures are examined to identify possible hazards so that protective measures may be taken.

We cannot stress too much the importance of co-operation from the workforce and the need for good communications at all levels in the company.

The allocation of duties for safety matters and the particular arrangements which we will make to implement our policy are set out in this document. Neglect of health and safety requirements will be regarded as seriously as any other disciplinary offence.

The company Directors have overall and final responsibility for Health and Safety

The company Directors, Foreman and Office Manager are accountable for ensuring this policy is put into practice.

All employees are expected to co-operate with supervisors and managers on health and safety matters; to not interfere with anything provided to safeguard their health and safety; to take reasonable care of their own health and safety and to report all health and safety concerns to an appropriate person (as detailed in this policy statement).

The Company Directors will review and update this document every year or straightaway if there are any major changes within the workplace.

James Campbell, Managing Director

**Health and Safety Policy Overview**

**Emergency Procedures – Fire and Evacuation**

* Directors are responsible for ensuring the fire risk assessment is undertaken and implemented.
* Escape routes are well signed and kept clear at all times.
* Fire Extinguishers are maintained and checked annually.
* Emergency evacuation will be tested quarterly.

**Monitoring**

* Fortnightly meetings are undertaken with staff to make sure that any problems with working conditions and safe working practices are quickly identified and then rectified.
* Directors are responsible for investigating accidents.
* Directors are responsible for investigating work-related causes of sickness absence.
* Directors are responsible for acting on investigation findings to prevent recurrence.

**Accidents, First Aid and Work Related Ill Health**

* First Aid Boxes and Eye Wash Stations are kept in the Main Office, Joinery Workshop and Workshop 1.
* The appointed First Aider is the Foreman.
* All accidents and cases of work-related ill health are to be recorded in the Accident Book.
* The Accident Book is kept in the Main Office.
* Directors are responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

**Competency for Tasks and Training**

* Induction training will be provided for all employees by management.
* Job specific training for Production will be provided by Foreman.
* Specific jobs requiring special training are dealt with by management and staff at source of job.
* Training records are kept by the Office Manager in the main office.
* Training will be identified, arranged and monitored by the Directors.

**Information, Instruction and Supervision**

* The Health and Safety Law poster is displayed on the internal door to the Workshop.
* Health and Safety advice is available from the Directors.
* Supervision of young workers/trainees will be arranged/monitored/undertaken by the Directors and Foreman/Office Manager as appropriate.

**Safe Handling and Use of Substances**

* Directors are responsible for the following:
	+ Identifying all substances which need COSHH assessment.
	+ Undertaking COSHH assessments.
	+ Ensuring all relevant employees are informed about the COSHH assessments.
	+ Checking that new substances can be used safely before they are purchased.
	+ Ensuring that employees are aware of spill procedures.
* Assessments will be reviewed when the work activity changes.

**Safe Plant and Equipment**

* Directors are responsible for the following:
	+ Identifying all equipment/plant needing maintenance.
	+ Ensuring effective maintenance procedures are drawn up.
	+ Ensuring that all identified maintenance is implemented.
	+ Any problems found with plant/equipment are reported to the Directors.
	+ Checking that new plant and equipment meets health and safety standards before it is purchased.
	+ Ensuring that all employees are issued with appropriate PPE and that it is worn appropriately.

**Consultation with Employees**

* Consultation with employees is undertaken routinely as matters arise but also at staff meetings to discuss safe working practices and rectify problems where identified.
* Consultation with employees is undertaken by Directors, Foreman and Office Manager.

**Health and Safety Risks Arising from our Work Activities**

* Risk assessments will be undertaken by the Directors.
* The findings of risk assessments will be reported by the Directors.
* Action required to remove/control risks will be approved by the Directors.
* Directors will be responsible for ensuring any actions required are implemented.
* Directors will check that the implemented actions have removed/reduced the risk(s).
* Assessments will be reviewed every 6 months, or when the activity changes, whichever is soonest.