

HEALTH AND SAFETY POLICY

Palmer Woods Ltd

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Table of Contents

PART 1

Health and Safety Policy Amendment Sheet	5
Health and Safety Policy Statement	9
SmokeFree Policy Statement	11
Management Structure for Health and Safety	13
Responsibilities for Health and Safety	15
Martin Woods, Frank Palmer, Director	17
Site Manager/Foreman	19
Office Staff/Consultants, Operatives, Sub-Contractors (Labour Only)	21
Sub-Contractors	23
Fire Marshals	25
First Aiders	27
The Health and Safety People	29

Health and Safety Policy Amendment Sheet

Record of Amendments

Version No	Date	Index Ref.	Brief Description of Amendment
One	08.03.2006		First Issue
Two	30.03.2007	Part 1	Changes to management structure and responsibilities, first aiders added
		Part 2	Replaced Sections A, B, C, D, E, F, G, I, M, O, Q, S, T and U
		Guidance Notes	Replaced Sections B, C, G, H, I, J and O Removed Sections K and L Added Section M
Three	26.03.2008	Part 1	Added Smokefree Policy Statement
		Part 2	Replaced Sections B, E, I and S
		Guidance Notes	Replaced Sections B, C, G, H and J Removed Section D Section I – Removed Violence to Staff
Four	08.04.2009	Part 1	Changes to Management Structure and Responsibilities
		Part 2	Replaced Sections: C, H and O
		Guidance Notes	Replaced Sections: D, G, H, I and J

Distribution	Purpose of issue	Number

INTRODUCTORY NOTE

This health and safety management system (the policy) is divided into two sections - policy and arrangements.

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 guidance on procedures (including assessment and documentation procedures) 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.

COMPLIANCE REVIEW

Palmer Woods Ltd's health and safety policy shall be formally reviewed annually by The Health and Safety People Limited 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

The Health and Safety People Limited shall undertake an annual review of the company's safety programme to ensure that the company is in compliance 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 management 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 Ltd

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 Ltd 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 and ill-health and to this end we will pursue continuing improvements from year to year.

We undertake to discharge our statutory duties by:

- 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.
- Furnishing sufficient funds needed to meet these objectives.

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

Our health and safety policy will be reviewed annually to monitor its effectiveness and to ensure that it reflects changing needs and circumstances.

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 Ltd.

Signed: Date:
On behalf of Palmer Woods Ltd

Palmer Woods Ltd

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 Ltd that all our workplaces are smoke-free, and all employees have a right to work in a smoke-free environment. Smoking is 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 company 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.

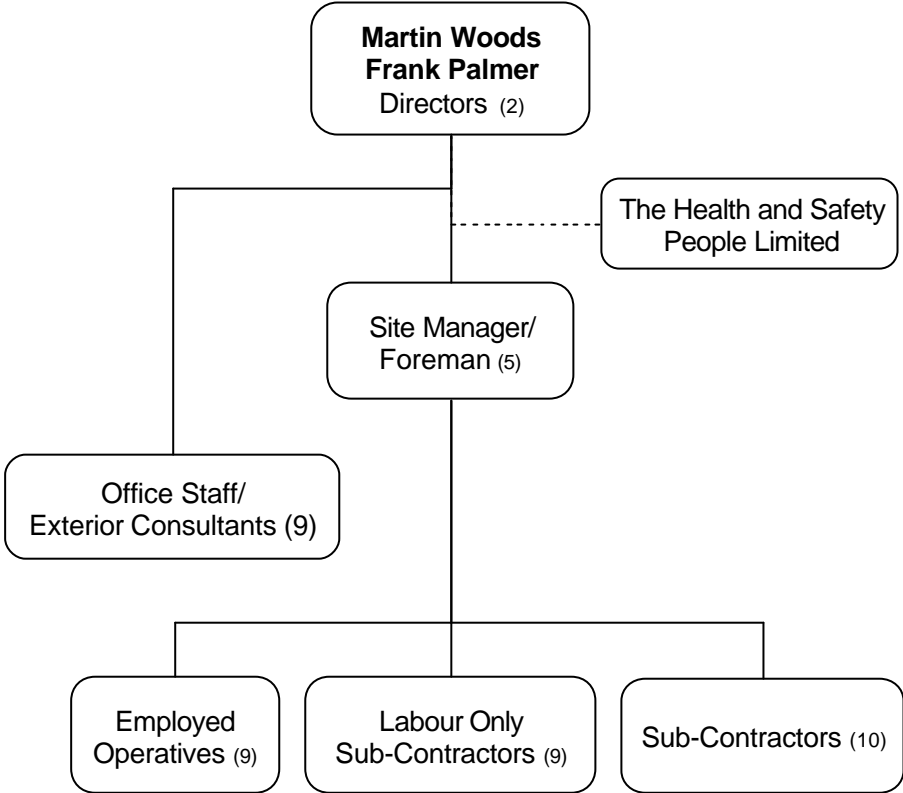
HELP TO STOP SMOKING

The NHS offers a range of free services to help smokers give up. Visit gosmokefree.co.uk or call the NHS Smoking Helpline on 0800 169 0 169 for details.

Signed: Date:
On behalf of Palmer Woods Ltd

Palmer Woods Ltd

Management Structure for Health and Safety



Palmer Woods Ltd

Responsibilities for Health and Safety

Martin Woods, Frank Palmer - Directors

The **Directors'** 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 company 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 and guarded, 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. The board 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 annual report.
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 accidents and incidents are correctly reported and recorded and that action is taken to prevent a recurrence of the accident or incident.
14. Any hazardous substances are stored, transported, handled and used in a safe manner in accordance with manufacturers' instructions and established rules and procedures.
15. Procedures are put in place to ensure that adequate welfare facilities are provided for employees.
16. Where necessary, health and safety rules are developed.
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 using the appropriate protective equipment whilst on site.

The **Director's** additional Health and Safety responsibilities are to ensure that:

1. All reportable injuries, diseases and dangerous occurrences are reported to the relevant enforcing authority;

Site Manager/Foreman

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

1. They understand the company's health and safety policy and understand their responsibilities.
2. They actively lead the implementation of the health and safety policy.
3. Adequate welfare facilities are provided and maintained in a satisfactory condition.
4. They communicate and consult with staff on issues of health and safety and encourage staff to report hazards and raise health and safety concerns.
5. 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.
6. Any hazardous substances are stored, transported, handled and used in a safe manner in accordance with manufacturers' instructions and established rules and procedures.
7. All health and safety site rules are followed by all.
8. All plant and work 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.
9. Adequate supervision of staff is provided to ensure that they are working safely, including the provision of increased supervision for new employees and young persons (under the age of 18 years).
10. 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.
11. Personal protective equipment is readily available and maintained, and relevant employees are aware of its correct use, storage and procedures for replacement.
12. They set a good personal example by using the appropriate protective equipment whilst on site.
13. Their line manager is informed of any change to their state of health, either temporary or permanent, which might affect their working ability or his/her suitability to carry out any particular task or tasks.

Office Staff/Consultants, Operatives, Sub-Contractors (Labour Only)

The **above Personnel's** health and safety responsibilities are to ensure that they:

1. Understand the Company's Health and Safety Policy, understand their responsibilities and comply with the requirements;
2. Use the correct tools and equipment for the task;
3. Use the personal protective equipment provided;
4. Only use tools which are in good condition;
5. Report all defects in tools, plant, equipment and materials, or any obvious safety or health hazards;
6. Take reasonable care not to endanger themselves or other persons through their actions or omissions at work;
7. Avoid improvisation;
8. Warn new employees of known hazards;
9. Refrain from horseplay, and follow all health and safety site rules;
10. Do not misuse or abuse anything provided under a statutory requirement in the interests of health and safety;
11. Co-operate with the Company on all aspects of health, safety and welfare;
12. Do not operate any equipment or machinery unless they have been fully trained and instructed in its operation;
13. Report all accidents and incidents so that action can be taken to prevent a recurrence;
14. 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 documentation appertaining to health and safety that may be requested by the Company;
2. Comply with all the requirements of this Company'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 plant or equipment brought on to site is safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificates available for checking;
5. Ensure that any injury sustained or damage caused by their employees is reported immediately to this Company's site representative;
6. Follow this Company's site safety rules and comply with any safety instructions given by this Company's site representative;
7. Ensure that any materials or substances brought on site which have health, fire or explosion risks are used and stored in accordance with Regulations and current recommendations and that information is provided to any other person who may be affected on site. Assessment of risk associated with any substance or process hazardous to health that will be used on the site must be presented to this Company's site 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, to outline the potential hazards and implementation of suitable risk controls;
10. Attend safety meetings as requested; these meetings shall be the principal point for the transfer of information.

Fire Marshals

The Fire Marshals' Health and Safety responsibilities are to ensure that:

1. In the event of a fire, all personnel are evacuated efficiently and safely from buildings and sent to an area of safety;
2. They familiarize themselves with their allocated area, and is aware of the needs of the people in that area - contractors, visitors and disabled persons, for example;
3. They are familiar with all the escape routes from the building;
4. Fire exit routes remain clear at all times;
5. They maintain the fire records for their particular area;
6. They carry out routine inspections of the fire fighting equipment to ensure that it is serviceable, i.e. not damaged or discharged;
7. They are the point of contact for the emergency services.

First Aiders

The First Aiders' Health and Safety responsibilities are to ensure that:

1. They have undertaken a Health and Safety Executive approved training course in administering first aid at work and hold a current first aid at work certificate;
2. The first aid materials, equipment and facilities provided by the Company are made available to employees at all relevant times. This will include ensuring that first aid equipment, suitably marked and easily accessible, is available in all places where working conditions require it;
3. First aid containers are kept easily accessible and placed, if possible, near to hand washing facilities. First aid containers should protect first aid items from dust and damp and should only be stocked to the prescribed standard;
4. First aid boxes are inspected frequently and replenished as soon as possible after use and where items have expired;
5. All accidents and incidents are recorded in the Company accident book.

The Health and Safety People Limited

The Health and Safety People Limited have been retained as the Company'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 Company;
4. Provide written reports and assessments for the Company 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 Company;
7. If requested, attend meetings regarding health and safety, on behalf of the Company;
8. If requested, provide health and safety training to both management and staff;
9. Ensure that The Health and Safety People's staff act to reduce imminent danger wherever that may be seen in any area of the Company's responsibilities.

