



Accomplished Contract Services Ltd

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HEALTH & SAFETY POLICY

Accomplished Contract Services (the company) will comply with, and implement all duties, regarding health, safety and welfare as laid down by the Health and Safety Executive.

The company will provide and maintain safe and healthy working conditions, equipment and systems of work for all employees, temporary staff, and visitors to the company's premises.

The officers will ensure that all necessary information, training and supervision will be provided for this purpose.

The company is committed to taking all reasonable practicable action in developing systems to ensure the health and safety of its employees and users of the company's premises.

It aims to safeguard employees and users of the premises from injury and health hazards, to prevent damage to property, and actively promote the health of employees, through the development, implementation and monitoring of positive strategies.

Employee participation in the establishment and maintenance of a safe and healthy environment will be encouraged.

This Health and Safety Policy statement is made under the Management of Health and Safety at Work Regulations and places duties upon both Employers and Employees.

THE COMPANY'S GENERAL POLICY

1.1 Scope

This document sets out the company's policy on Health, Safety and Staff Welfare. The Policy is designed to take practicable steps to minimise or control risks to the health, safety and welfare:-

- Of our employees, wherever they are working
- Of others working in, or visiting, our offices

The company recognises and accepts its responsibilities in connection with the provision of adequate measures and the prevention of accidents.

The company will not allow any unsafe working practices to operate in any department and it is the responsibility of the manager of each department to ensure that the welfare and safety of all employees under his or her charge at all times take precedence over any other consideration.

This policy will be regularly reviewed and amendments will be made as and when required by either legislation or changes to the company operations. This will occur on an annual basis together with reviews of risk and COSHH assessments and site inspections which will be carried out from time to time.

1.2 Principles

The Policy is based on the following principles:-

A safe and healthy working environment for employees, contractors and visitors is provided and maintained:

- By adequate and competent supervision of all activities which involve risk.
- By formulating, publicising and maintaining health, safety and welfare systems and procedures to safeguard employees and others.
- By seeking continually to identify potential hazards and risks and eliminating or controlling them through monitoring, evaluation and appropriate timely action.
- By compliance with all relevant legislation.
- Effective systems for informing and consulting employees on relevant health, safety and welfare matters are developed and maintained.
- Corporate responsibility for the provision of health surveillance and confidential counselling.
- By ensuring the collection of up-to-date information on the toxicity and potential hazards of all substances used by the company.
- By limiting the exposure to and monitoring the use of hazardous substances as a priority.
- By careful assessment of the risks (and benefits) of the introduction of new substances.

1.3 Application

The above principals will be applied to ensure a common and legally compliant approach to Health and Safety hazard and incident management.

In applying this Policy, the company will:-

- Train management and staff as appropriate in relevant health, safety, and welfare issues, working practices and systems;
- Ensure competent persons, who have sufficient knowledge and training, are available to advise on health and safety matters;
- Ensure all property and equipment is kept in good working condition and free from hazards, being regularly serviced and maintained;
- Take into account health and safety ergonomic principals when planning, developing, or purchasing new equipment and/or accommodation.
- Monitor the effectiveness of, and level of compliance, with the Health and Safety Procedure;
- Take practical steps to ensure adherence to the Policy by all employees and others undertaking work on behalf of the company;
- Keep and maintain accurate records of accidents, injuries, dangerous occurrences and known exposure to health risks at work and the costs thereof. Inform the appropriate enforcement authorities of any reportable injuries, diseases and dangerous occurrences;
- Investigate all accidents and dangerous occurrences to ascertain their cause. Take all appropriate measures to ensure that there is no repetition;
- Ensure the health and well-being of staff during working hours by prohibiting smoking in the workplace and restricting consumption of alcohol on the company's premises during working hours to social events approved by the Director or senior officer (see the company's Disciplinary Policy);
- Make staff aware of what action they can take to ensure their own personal safety within their work environment/s;

1.4 Responsibilities

The overall responsibility for Health and Safety lies with the Director. He holds the responsibility for the operation of the Policy and will provide such assistance as is necessary to enable managers, supervisors and staff to meet their responsibilities for health, safety and welfare by ensuring:-

- That the company complies with legislation and with the Policy statement set out above and that there are systems for monitoring, evaluating, and initiating appropriate action to eliminate or reduce risk;
- That appropriate information and training for health and safety matters are available to all managers and staff;

- That the company is aware of the latest developments in health and safety law and best practice;
- Health and safety reports are made available at Management Meetings;
- All electrical equipment and installations are checked by a competent person, as required by the Electricity at Work Regulations 1989.

1.4 Responsibilities (cont'd)

The company's Director and senior officers have a responsibility for the health, safety and welfare of the company's staff by ensuring that the employees are provided with a healthy and safe environment, that risks have been assessed, recorded, and, where possible, eliminated or reduced; and that information has been given to staff on any unavoidable risks and the precautionary measures that may be appropriate.

Regular and formal assessments of risks will be carried out to ensure, for example, that fire exits are free from obstruction and clearly marked in accordance with the Safety Signs Regulations and that the procedure in case of fire is clearly posted in a prominent position.

Employees have a duty under the Health and Safety at Work Act 1974 to take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work. They also have a duty to co-operate with their employer regarding any statutory duty or requirement.

General risks which should be borne in mind by all staff include:-

- Taking care when using electrical and computer equipment, giving particular attention to leads and connections.
- Ensuring efficiency of working and, in line with the company's clear desk policy, offices and desks should be kept clean and tidy.
- Taking due care in the office environment adhering to the company's procedures established to deal with any suspicious letters, packets, or parcels coming into the office.
- Taking due care in lifting tables or in transporting heavy or bulky parcels/supplies.
- Recognising when assistance is needed and making use of other staff to assist.
- Following specific guidance and using the correct equipment supplied.

The company has a liability for the health and safety of visitors to its office. Any fire regulations, safety rules and/or warning of permanent or temporary hazards must be communicated to visitors upon arrival at the company's premises.

Through the implementation of this general policy the company aims to provide a general working environment which is not injurious to the health or welfare of staff and visitors. It will ensure the appropriate standards are provided by the Workplace (Health, Safety and Welfare) Regulations 1992 and any other relevant legislation.