

Involve Selection Ltd Health and Safety Policy

Health & Safety Statement

“The Company aims to ensure that all activities carried out on its premises or undertaken by its staff (or their agents) are managed in such a manner so as to avoid, reduce, or control, all foreseeable risks to the health & safety of any person(s) who may be affected by such activities to a tolerable level”

General Policy Statement

In furtherance of the above statement and the need to ensure compliance with all relevant health & safety legislation the company will pay particular attention to the provision of:

- A healthy working environment;
- A safe place in which to work with safe means of access and egress;
- Suitable and sufficient information, instruction, training and supervision to enable all staff to comply with the Company Health & Safety Policy;
- Safe plant, equipment and systems of work;
- Arrangements for the safe use, handling, storage and transport of articles, materials and substances;
- Appropriate management procedures and consultative arrangements to monitor and audit compliance with company Health & Safety Policy;
- Appropriate arrangements to assess and control the risks associated with work activities undertaken at the company or by company personnel;
- Appropriate procurement policies to ensure that only competent contractors and suppliers are engaged by the company.
- To assist in the implementation of the Health & Safety Policy, not only will appropriate external sources of information be consulted, but the company will also seek advice from its Management Team and appoint adequate competent personnel to advise on health & safety matters.

Management Team responsibilities

The Management Team have the following responsibilities:

- to be aware of their own role in regard to health & safety management;
- setting and monitoring appropriate health & safety objectives for staff;
- ensuring appropriate health & safety information, instruction training and supervision is provided for staff and others under their control;
- implementing appropriate consultation and communication procedures;
- developing and maintaining a local Health & Safety Management System;
- to monitor the effectiveness of the implementation of the Health & Safety Management system;
- ensuring that adequate resources are allocated to health & safety

Staff

Staff must ensure that they:

- take reasonable care of their own health and safety and that of others who may be affected by their actions or omissions;
- co-operate with the company on matters of health and safety;
- do not interfere with or misuse any item provided for health, safety or welfare purposes;
- report to management anything that they consider a serious and immediate danger to health and safety and any shortcomings in the company's health and safety arrangements.

Risk Assessment

All managers and supervisors must ensure that:

- every work activity to be undertaken has been subjected to a health & safety risk assessment prior to the activity starting;
- the assessment is carried out in consultation with those who will undertake the work;
- a written record of the assessment identifying any significant hazards is completed and provided to those undertaking the work;
- the assessment describes the preventative and protective measures required to avoid, eliminate, reduce or control the risks identified to a tolerable level;
- control measures are implemented and adequately maintained and records kept of any monitoring or maintenance of equipment undertaken. Records must be kept as long as required by the relevant statutory provision;
- risk assessments are regularly reviewed (minimum period 5 years) or amended when any significant changes occur either to the process or the requirements for assessment.

Reporting of Accidents/Incidents/Sickness

- The primary purpose of reporting accidents and incidents and any subsequent investigation is to identify the underlying cause(s) of the accident/incident and any contributing factors to prevent further similar occurrences.
- All employees of the company are required to report all accidents and 'near miss' incidents using the company's accident/incident reporting system. The initial report must be to their supervisor.
- Where it appears that a major injury accident or dangerous occurrence has occurred, the Health and Safety Officer must be notified immediately. The company is legally required to report major injury accidents to the Health and Safety Executive at once and to ensure that the scene of the accident remains undisturbed.
- If an accident/incident is reportable to the Health and Safety Executive as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) or is of a sufficiently serious nature then the Health and Safety Officer will ensure that the incident is investigated by a competent person.
- Any ill health or sickness must be reported to the Director of Operations/Tutor or Line Manager.