



Scientia Services Limited

Health and Safety Policy Statement

Health and Safety at Work Act 1974

Our statement of general policy is:

1. To provide adequate control of the health and safety risks arising from our work activities;
2. To consult with our employees on matters affecting their health and safety;
3. To provide and maintain safe plant and equipment;
4. To ensure safe handling and use of substances;
5. To provide information, instruction and supervision for employees
6. To ensure all employees are competent to do their tasks, and give them adequate training;
7. To prevent accidents and cases of work-related ill health;
8. To maintain safe and healthy working conditions; and to review and revise this policy as necessary at regular intervals.

Signed.....  (Director)

Date.....20th April 2010.....

Review Date.....19th April 2011.....



Scientia Services Limited

Health & Safety Policy

April 2010

Responsibilities

1. Overall and final responsibility for health and safety is that of Paul Green
2. Day-to-day responsibility for ensuring this policy is put into practice is delegated to Mentor Service
3. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Name	Responsibility
Paul Green	Managing Director
Jean Green	Domestic Business Manager
Ron Holland	Business Development

4. All employees have to:

1. Co-operate with supervisors and managers on health and safety matters;
2. Not interfere with anything provided to safeguard their health and safety;
3. Take reasonable care of their own health and safety; and
4. Report all health and safety concerns to an appropriate person (as detailed in the policy statement).

Health and safety risks arising from work activities

1. Risk assessments will be undertaken by On-site Engineer.
2. The findings of the risk assessments will be reported to Paul Green.
3. Action required to remove/control risk will be approved by Paul Green.
4. The responsibility for insuring the action required is implemented will be the On-site Engineer.
5. Reasonability for ensuring that implemented actions have removed / reduced the risk will be Paul Green.
6. Assessments will be reviewed every the three months or when the work activity changes, whichever is soonest.

Consultation with employees

Consultation with employees is provided by quarterly company meetings.

Safe plant and equipment

1. On-site Engineer will be responsible for identifying all equipment/plant needing maintenance.
2. Paul Green will be responsible for ensuring effective maintenance procedures are drawn up.
3. Paul Green will be responsible for ensuring that all identified maintenance is implemented
4. Any problems found with plant/equipment should be reported to Paul Green
5. The Managing Director will check that new plant and equipment meets health and safety standards before it is purchased.

Safe handling and use of substances

1. Paul Green will be responsible for identifying all substances, which need a COSHH assessment.
2. Paul Green will be responsible for undertaking COSHH assessments.
3. The Managing Director will be responsible for ensuring that all actions identified in the assessments are implemented.
4. The Managing Director will be responsible for ensuring that all relevant employees are informed about COSHH assessments.
5. Paul Green will check that all new substances can be used safely before they are purchased
6. Assessments will be reviewed every three months or when work activity changes, whichever is soonest.

Information, instruction and supervision

1. The Health and Safety Law posters are displayed in the office.
2. Health and safety advice is available from Paul Green via Mentor Services if needed.
3. Supervision of young workers/trainees will be arranged/undertaken/monitored by Paul Green.
4. The Managing Director is responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

Competency for tasks and training

1. Paul Green will provide induction training for all employees.
2. Job specific training will be provided by Jean Green, Paul Green & specialist providers.
3. Training records are kept by Jean Green
4. Training will be identified, arranged and monitored by the Managing Director

Accidents, first aid and work-related ill health

1. Health surveillance will be arranged by the Managing Director
2. Health surveillance records will be kept by Jean Green
3. The first aid box(s) are kept by each Engineer
4. The appointed person / first aider is Daniel Green
5. Other first aider's are Jean Green & Debbie Perry.
6. All accidents and cases of work related ill health are to be recorded in the accident book. The book is kept the office.
7. The Managing Director is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Monitoring

1. To check our working conditions, and ensure our safe working practices are being followed, and we will be reactive in our monitoring. We will investigate any accident or sickness absences that occur.

2. The Managing Director is responsible for investigating accidents and work-related causes of sickness absences.
3. Paul Green is responsible for acting on investigation findings to prevent a recurrence.

Working at heights; Ladders and Tower Scaffolds

Legislation

1. Sections 28 and 29 Factories Act 1961.

The Construction (Working Places) Regulations 1966.

Sources of information

2. Guidance Note GS 31 - Safe use of Ladders, Step Ladders and Trestles.

Guidance Note GS 15 - General Access Scaffolds.

Standards Required

3. All work at heights must be carried out in accordance with the standards for access and working places contained in the Construction (Working Places) Regulations 1966.

Tower scaffolds must be properly erected and fitted with guardrails toe boards and a proper means of access, e.g. internally or externally secured ladder. Climbing up the scaffold frame is not permitted and this also applies to contractors on site.

Wheels, where provided, must be checked.

The maximum height of the tower scaffold must not exceed 2.5 times the smallest based dimension, i.e. width. For outside work the height to width ratio is reduced to 3 times.

All portable ladders, steps and similar means of access will be kept in an authorized position and inspected at regular intervals. Any ladder identified as being defective will be withdrawn from service and secured to prevent further use.

Ladders must be set at the correct angle of use, which is 1 metre out to every 4 meters up. If a ladder is not set correctly a decrease in safety margin is inevitable. In addition, a ladder must not be used unless it extends to a height of at least 1.1 meters above the landing level.

Whenever practicable, ladders will be lashed or footed to prevent accidental displacement during use.

Emergency procedures – fire and evacuation

1. Paul Green is responsible for ensuring the fire risk assessment is undertaken and implemented.
2. The Managing Director checks escape routes every week.
3. Fire extinguishers are maintained and checked by Paul Green
4. Alarms are tested by the Paul Green every month.
5. Emergency evacuation will be tested every 3 months.



Signed.....

..... Managing Director

Date.....1st April 2009.....

Review Date.....31st March 2010.....

