

## **Health and Safety Policy Statement**

Last Reviewed By: James Bray, 5<sup>th</sup> April 2013

Next Review Date: 5<sup>th</sup> April 2014

JEB Building Services statement of General Policy is:

1. To provide adequate control of the health and safety risks arising from our work activities
2. To provide and maintain safe equipment
3. To ensure safe and handling and use of substances
4. To prevent accidents and cases of work-related ill health
5. To communicate information relating to known hazards, along with safety precautions to all its employees, visitors and clients
6. To consult with our employees on matters affecting their health and safety
7. To provide instruction, information and supervision for employees to ensure the health and safety of all employees and other person's entering its sites
8. To maintain safe and healthy working conditions
9. To review and revise this policy at regular intervals

### **Responsibilities**

- ✓ Overall and final responsibility for Health and Safety is that of James Bray.
- ✓ Day-to-day responsibility for ensuring this policy is put into practice is that of James Bray.

### **Risk Assessments**

- ✓ Risk assessments will be undertaken by James Bray.
- ✓ Action to remove/control risks will be approved and implemented by James Bray.
- ✓ Assessments will be removed every two weeks or when work activity changes, whichever is soonest.

### **Safe Plant and Equipment**

- ✓ James Bray will be responsible for identifying all equipment/plant needing maintenance
- ✓ James Bray will be responsible for ensuring effective maintenance procedures are drawn up and implemented.

- ✓ Any problems found with equipment/plant should be reported to James Bray
- ✓ James Bray will check that new plant and equipment meets health and safety standards before it is purchased.

#### **Safe Handling and Use of Substances**

- ✓ James Bray will be responsible for identifying all substances, which need a COSHH assessment and will request a copy of these assessments from the supplier.
- ✓ James Bray will be responsible for ensuring that all actions identified in the assessments are implemented.
- ✓ James Bray will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- ✓ James Bray will check that new substances can be used safely before they are purchased.

#### **Information, Instruction and Supervision**

- ✓ The Health and Safety Law poster is displayed at Head Office and leaflets are issued by James Bray.
- ✓ Health and safety advice is available from James Bray.
- ✓ Supervision of young workers/trainees will be arranged, undertaken and monitored by James Bray.
- ✓ James Bray 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**

- ✓ Induction training will be provided for all employees by James Bray.
- ✓ Job-specific training will be provided by James Bray.
- ✓ Training records are kept at the Head Office.
- ✓ Training will be identified, arranged and monitored by James Bray.

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

- ✓ Health surveillance will be arranged by James Bray.
- ✓ Health Surveillance records will be kept by James Bray at the Head Office.
- ✓ The first aid box(es) are kept in the company van.

- ✓ All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept in the company van.
- ✓ James Bray is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

### **Monitoring**

- ✓ To check our working conditions, and ensure our safe working practices are being followed, we will:
  - Investigate and record any work related accidents and illnesses.
- ✓ James Bray is responsible for investigating accidents.
- ✓ James Bray is responsible for investigating work-related causes of sickness absence.
- ✓ James Bray is responsible for acting on investigation findings to prevent a recurrence.

### **Emergency Procedures – Fire and Evacuation**

- ✓ James Bray is responsible for ensuring the fire risk assessment is undertaken and implemented.
- ✓ Escape routes are checked by James Bray upon arrival to a work site.
- ✓ Fire extinguishers are maintained and checked by an external company every 3 months.



James Bray  
The Proprietor