

## OPERATIONAL POLICY STANDARD AND PROCEDURES

### HEALTH & SAFETY MANAGEMENT

<b>Policy standard no:</b> 1.01	<b>Issue date:</b> July 2013	<b>Pages:</b> 1 to 7
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<b>Subject:</b>	<b>HEALTH AND SAFETY POLICY</b>
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<b>Main OHS legal documentation:</b>	Health and Safety at Work Act 1974 Management of Health and Safety at Work Regulations 1999 Regulatory Reform (Fire safety) Order 2005
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<b>Amendment record</b>		
<b>Date</b>	<b>Page / para number</b>	<b>Brief details of amendment</b>

<b>Objective:</b>	To demonstrate the Company's commitment to health and safety through clearly defined policies.
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<b>Policy owner:</b>	<b>Director of Natural Safety Solutions (NSS)</b>
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<b>Scope:</b>	This policy applies to all Natural Safety Solutions staff.
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<b>KPI:</b>	
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<b>Records:</b>	
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## 1. Health and Safety Policy - Statement of Intent

It is the intention of this Company that all reasonably practicable steps be taken to maintain a safe and healthy working environment for employees & visitors to site , contractors and visitors to Company premises and when on other clients premises.

**To this end, we will:**

1. Ensure that all processes and systems of work are designed to take account of health and safety requirements.
2. Equip each employee with such information, instruction and training as is necessary to enable the safe performance of work activities.
3. Ensure that all employees & visitors to site understand their own responsibility to:
  - i) Co-operate with the Company's intentions by drawing attention to areas of concern and;
  - ii) Comply with procedures and regulations established in order to prevent injury to themselves and others.
4. Establish adequate formal arrangements that enable employees & visitors to site to raise issues of health and safety.
5. Ensure that adequate resources are provided and that this statement and supporting arrangements fully address both the changing nature of the business and legislative requirements. This will include both management training and the identification and training of competent people able to support the Company's intentions.
6. Recognise the need to monitor and review both the steps taken to implement this statement of intent and the adequacy of supporting arrangements.

Craig Davies  
Director / Owner  
July 2013



## 1.0 Health & Safety policies

It is the policy of NATURAL SAFETY SOLUTIONS to:

- Identify and take, so far as is reasonably practicable, all measures to eliminate any risks or hazards that may compromise the health, safety or welfare of company employees & visitors to site , contractors, visitors, service users and members of the public who may be affected by Natural Safety Solutions activities.
- Provide and maintain, so far as is reasonably practicable, a safe and healthy working environment with adequate welfare and support facilities.
- Provide, so far as is reasonably practicable, safe systems of work, safe plant and equipment and such instruction, information, training and supervision needed for its safe operation.
- Provide and maintain, so far as is reasonably practicable, safe access and egress to the workplace.
- Provide suitable training to employees & visitors to site at all levels to enable them to fulfil their responsibilities under the Health & Safety at Work Act 1974 and this policy.
- That all accidents, 'near misses' dangerous occurrences and work related diseases are fully documented are reported, documented, investigated and action taken to prevent reoccurrence.
- Ensure that this policy reflects any changes in legislation or working practices and is reviewed at least annually.



## **2.0 Arrangements for Health & Safety for Natural Safety Solution staff at Clients premises**

### **2.1 Emergency evacuation when on Clients premises**

Client Line managers shall ensure that suitable emergency evacuation procedures have been defined and documented at each work location.

All staff shall be made aware of emergency evacuation procedures.

Client Evacuation procedures shall be displayed at all locations.

Client Evacuation procedures shall be tested at intervals not exceeding 12 months.

Where a full evacuation is impractical or unsafe to test, a desktop review shall be completed by the client. Records of all such tests shall be maintained by the client.

## **2. Fire Safety on a Client's site**

The appropriate client liaison shall ensure that a competent responsible person is nominated.

Duties of the client responsible person include:

- General fire precautions to be taken that will ensure, so far as is reasonably practicable, the safety of employees & visitors to site. In relation to relevant persons who are not employees, the responsible person (client) must take such general fire precautions "as may reasonably be required in the circumstances of the case" to ensure that the premises are safe.
- To carry out a suitable and sufficient (fire safety) assessment of the risks to which persons are exposed and make available to NSS staff.
- To ensure that appropriate arrangements for the effective planning, organization, control, monitoring and review of the preventive and protective measures are in place.
- To ensure that where a dangerous substance is present in or on the premises, risks from that dangerous substance are either eliminated or reduced.
- To ensure that premises are equipped with appropriate fire-fighting equipment and with fire detectors and alarms. Any non-automatic fire-fighting equipment provided must be easily accessible, simple to use and indicated by signs.



- To ensure that routes to emergency exits from premises, and the exits themselves, are kept clear at all times and emergency routes and exits lead as directly as possible to a place of safety.
- To ensure that procedures to follow in the event of serious and imminent danger are established and reviewed at regular intervals.
- To ensure that any facilities, equipment or devices provided under the Regulatory Reform (Fire Safety) Order 2005 are maintained in an efficient state, in working order and good repair.
- To appoint one or more competent persons to assist in undertaking the preventive and protective measures.
- To ensure that employees & visitors to site are provided with comprehensible and relevant information.
- To ensure that the employers of any other employees & visitors to site working on the premises are provided with comprehensible and relevant information on the risks.
- To ensure that employees & visitors to site and visitors are provided with adequate fire safety training at the time when they are first employed and on their being exposed to new or increased risks.
- To cooperate with any other responsible person in cases where two or more responsible persons have or have duties in respect of the client premises.
- To ensure that every employee and visitor is aware that while at work they must take reasonable care for the safety of themselves and of other relevant persons who may be affected by their acts or omissions at work.

### **3. General safety on a Client's site**

Fire alarm systems shall be tested on a weekly basis.

All fire safety equipment shall be inspected at intervals not exceeding 12 months. Details of any equipment which is overdue for inspection shall be reported to the line manager for appropriate action.

Fire escape doors and equipment shall be kept clear of obstructions.



Internal fire doors are designed to restrict the spread of fire and smoke. They shall not be wedged open at any time.

Fire evacuation direction signage shall be clearly displayed in all areas of the client's site.

Where fire extinguishers have been discharged, this shall be reported to line management who shall arrange for it to be re-charged.

#### **4. Work equipment on a Client's site**

Client Staff shall be trained in the use of any equipment provided by the Company. All equipment shall be used in accordance with manufacturers' instructions and the training provided.

Client Equipment shall be visually inspected by the user prior to its use for any obvious defects, e.g. no guard, frayed cables, broken casing, bald tyres, oil leaks etc.

Damaged or faulty equipment shall not be used and under no circumstances shall repairs be undertaken by unauthorised personnel.

Any faults shall be reported to the client line manager. A "do not use" sign shall be placed on the equipment and the equipment shall be switched off and isolated if possible.

Staff or visitors shall not attempt to operate any equipment that they have not been trained to use.

All portable equipment shall be stored away properly after use

Client Managers are responsible for maintaining records of training, inspections and information made available to staff.

#### **5 Lone working on a Client's site**

Each area of the client's business shall implement appropriate H&S arrangements to safeguard employees & visitors to site against risks presented by working on their own.



## 6 Additional Natural Safety Solutions Health and Safety Policies

All health and safety policies are available on Parc documents as follows: U: Parc Docs/Operational Policies/ 7 - Health & Safety. These include the following policies:

- 1.02 – First Aid
- 1.03 – Machinery safety
- 1.04 – Manual Handling
- 1.06 – Personal Protective Equipment
- 1.07 – Workplace temperature control
- 1.08 – Workplace noise control
- 1.09 – Accident reporting
- 1.10 – COSHH
- 1.11– Fire control & evacuation
- 1.12– Risk assessment
- 1.13– Display Screen Equipment
- 1.14 – Occupational health
- 1.15 – Homeworking