

Health and Safety at Work etc Act 1974

This is the Health and Safety Policy Statement of



Unit 2
Bailey Industrial Estate
Stalybridge
SK15 1PU

OUR STATEMENT OF GENERAL POLICY IS TO:

- Provide adequate control of the health and safety risks arising from our work activities;
 - Consult with our employees on matters affecting their health and safety;
 - Provide and maintain safe plant and equipment;
 - Ensure safe handling and use of substances;
 - Provide information, instruction and supervision for employees;
 - Ensure all employees are competent to do their tasks, and to give them adequate training;
 - Prevent accidents and cases of work-related ill health;
 - Maintain safe and healthy working conditions;
 - Review and revise this policy as necessary at regular intervals.
- It is also the duty of all employees to read understand and participate in implementing and maintaining this policy to ensure the health safety & welfare of them selves and others who may be affected by there actions

As Managing Director of Caecillian Ltd

I am ultimately responsible for the implementation of this policy

Signed:

A handwritten signature in black ink, appearing to read 'M. Cassinelli', is written over a circular stamp that contains a stylized logo.

Print:

M. CASSINELLI

Date:

July 20-2011

Review Date: July 2012



CONTENTS

RESPONSIBILITIES.....	3
MANAGING DIRECTORS RESPONSIBILITIES	3
DIRECTORS RESPONSIBILITIES	3
MANAGERS RESPONSIBILITIES	3
SUPERVISORS:	3
ALL EMPLOYEES:.....	3
ACCIDENTS AND FIRST AID.....	4
CONSULTATION WITH EMPLOYEES	4
CONTRACTORS.....	4
CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH).....	4
DISABLED WORKERS	4
DISPLAY SCREEN EQUIPMENT (DSE)	4
DRIVER AND VEHICLE SAFETY	4
ELECTRICAL SAFETY	4
EMERGENCIES.....	4
FIRE.....	4
LIFTING EQUIPMENT.....	4
LONE WORKING	4
MACHINERY AND EQUIPMENT	5
MANUAL HANDLING AND LIFTING.....	5
MONITORING OF SAFETY POLICY	5
NOISE & VIBRATION.....	5
PERSONAL PROTECTIVE EQUIPMENT (PPE)	5
PREGNANT WORKERS.....	5
PRESSURE SYSTEMS.....	5
RISK ASSESSMENT.....	5
SAFE SYSTEMS OF WORK/METHOD STATEMENTS	5
SMOKING	5
STRESS.....	5
TRAINING.....	5
UPPER LIMB DISORDERS (ULD's)	6
VISITORS.....	6
YOUNG PERSONS.....	6

RESPONSIBILITIES

1. Overall and final responsibility for health and safety is that of

Michael Cassinelli (Director)

Day-to-day responsibility for ensuring this policy is delegated to all directors, departmental managers, supervisors and employees of Caecillian Ltd

2. Caecillian Ltd is committed to the belief that Health & Safety is an integral function of its management and that each site supervisor is accountable for the health & safety performance of there site

MANAGING DIRECTORS RESPONSIBILITIES

- Shall lead, support and champion health and safety issues
- Shall ensure that there is an effective system in place for the management of health & safety
- Shall ensure that the health & safety policy is reviewed at least annually
- Shall ensure that suitable instruction, training, information and supervision is provided for employees
- Shall employ a competent health & safety advisor or consultant and provide them with adequate information and support
- Shall ensure that an annual health & safety business plan is formally agreed by the board

DIRECTORS RESPONSIBILITIES

- Shall ensure that all health & safety risks are assessed by competent persons and controlled
- Shall regularly monitor health & safety performance and ensure that adverse trends are promptly corrected
- Shall ensure that health and safety training needs are identified and arrange for that training to be carried out promptly
- Shall ensure that all accidents are investigated and reported to the company procedure.
- Shall regularly report health & safety performance to the managing director
- Shall promote health & safety by regularly participating in workplace inspections and safety committee meetings
- Shall provide adequate supervision to maintain health & safety standards

MANAGERS RESPONSIBILITIES

- Shall follow company procedure for the assessment and control of risks
- Shall measure and report health & safety performance to their director monthly
- Shall consult with employee's representatives at least monthly
- Shall identify and arrange health & safety training
- Shall inspect the workplace and work equipment regularly to the company procedures
- Shall investigate and report accidents to the company procedure

SUPERVISORS:

- Shall monitor site safety and advise on safety issues where possible
- Shall participate in risk assessments and the development of safe systems of work
- Shall participate in the evaluation of risk controls
- Shall participate in inspections of the workplace, tools, equipment and materials
- Shall participate in accident investigation
- Shall Investigate employee health & safety complaints and contact their manager or the safety advisor for advice

ALL EMPLOYEES:

- Shall be familiar with the health & safety policy and procedures
- Shall co-operate with supervisors and managers on health and safety matters
- Shall not interfere with anything provided to safeguard their health and safety
- Shall take reasonable care of their own health & safety, and that of others who may be affected by their actions
- Shall report all health and safety concerns to their site supervisor or manager
- Shall follow safe systems of work
- Shall report all accidents promptly to their site supervisor

ACCIDENTS AND FIRST AID

Managers & supervisors will investigate all accidents, including non-injury accidents, and follow the company accident procedure. The company will provide a suitable number of first aiders trained to current HSE recommendations with the necessary equipment to carry out their duties.

CONSULTATION WITH EMPLOYEES

Employees will be encouraged to be involved in all aspects of the health & safety management as detailed in the relevant responsibilities sections. The company will hold a health & safety committee meeting approximately every month.

CONTRACTORS

All Contractors will be verified and approved by Caecillian Ltd Ltd.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

No chemical or substance will be purchased or used until it has been fully assessed with advice from the health & safety advisor as required. It will only be used when appropriate control measures have been established for storage, transport, handling, use and disposal.

DISABLED WORKERS

Caecillian Ltd will take account of workers with disabilities during risk assessment and provide adequate controls for their health & safety.

DISPLAY SCREEN EQUIPMENT (DSE)

DSE users will be assessed and control significant risks to the company procedure with assistance from the health & safety consultant

DRIVER AND VEHICLE SAFETY

Where reasonably practicable vehicle movements on sites will be eliminated or reduced, where a significant risk remains, controls will be introduced. This policy covers vehicles of any description from road vehicles through to site plant & equipment. A nominated training provider will assess and control vehicle/driver training in line with the company procedure and ensure that drivers hold an appropriate licence that will be checked annually.

Road going vehicle drivers must hold a current driving licence and inform Caecillian Ltd of any driving endorsements or penalties as they are obtained. Company vehicle keepers must ensure their vehicles are maintained according to manufacturer's recommendations and current legislation. Any non-company vehicles used for business must be hired from a reputable provider and inspected prior to every use.

ELECTRICAL SAFETY

Where practicable all portable equipment will be 110v via a 240 volt – 110 volt centre tapped transformer. Where 240 volt powered hand tools are used they will be protected by a suitable RCD unit which will be tested prior to every use. A competent electrician will ensure that electrical installations are installed and tested to IEE 17th Edition recommendations and that all persons working on electrical systems are fully qualified. A database is to be provided to ensure that all portable electrical equipment is tested at the recommended frequency.

EMERGENCIES

Emergencies may include fire, injury, collapse of a structure, flood or accidental release of (oil, diesel, gas etc) etc, in all cases employees will follow the relevant company procedure. The emergency evacuation procedure is in all site safety files, all new employees are made aware of the procedure at induction.

FIRE

All employees will follow the company procedures for maintaining fire precautions (escape doors, exit routes, safety signs, fire extinguishers & hoses and alarm points where installed). Employees will ensure that flammable materials are stored in suitable sealed containers and only the amount required removed for use.

LIFTING EQUIPMENT

All lifting equipment will be inspected at 12 monthly intervals and lifting accessories inspected at 6 monthly intervals by a qualified inspector. Employees will be trained in the safe use & operation of lifting equipment as required.

LONE WORKING

Where lone working is unavoidable, Caecillian Ltd will provide adequate arrangements to ensure that the lone worker is contacted regularly.

MACHINERY AND EQUIPMENT

All plant and equipment brought into the company is bought from reputable suppliers. Equipment will be selected which minimises potential for whole body vibration to plant operators. A nominated employee will inspect work equipment monthly in order to identify health & safety defects and arrange for repair as required. Any hired equipment will be hired from a reputable supplier and relevant operation and maintenance documentation obtained as required.

MANUAL HANDLING AND LIFTING

Where reasonably practicable the need for manual handling will be avoided, where possible mechanical aids will be provided to minimise the potential for injury to employees. Manual handling assessments will be completed & where a significant risk of injury remains the assessment will identify those employees affected and arrange controls to minimise the risk and propose manual handling training or refresher training. All new employees to the company are trained in manual handling awareness during induction.

MONITORING OF SAFETY POLICY

The effectiveness of the health and safety policy will be measured monthly through meetings with employees. The safety advisor will audit the company twice yearly, audit actions will be planned and progress monitored at the company safety committee meetings.

NOISE & VIBRATION

Noise surveys are to be carried out annually and the results used to reduce noise levels or specify the required hearing protection. Where equipment produces noticeable levels of vibration, the source of that vibration will be investigated and eliminated or reduced below harmful levels.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Where PPE has been assessed as the only viable control then Caecillian Ltd will issue quality PPE to the relevant standard and ensure all personnel required to wear PPE are trained in its use and maintenance.

PREGNANT WORKERS

When we have been told in writing that a worker is a new or expectant mother the health & safety advisor will conduct a risk assessment. If we cannot avoid a risk by other means, we will make changes to working conditions or hours to protect her health or safety or that of her child.

PRESSURE SYSTEMS

Caecillian Ltd will ensure that compressors, air receivers etc are examined at the statutory frequency by a competent person and any hired equipment will be obtained with the relevant test certification from a reputable supplier. No pressure system will be broken into or removed until its contents has been drained of or safely vented, all systems will be locked off at source during alterations or removal.

RISK ASSESSMENT

Caecillian Ltd his employees and the safety advisor where requested will conduct risk assessments in line with the company procedure for workers, and others, who may be affected by their activities. They will determine and apply the necessary risk controls, risk assessments will be reviewed following any relevant changes, introduction of new working practices or equipment or every 12 months as required.

SAFE SYSTEMS OF WORK/METHOD STATEMENTS

Written safe systems of work / method statements for all significant risks will be created to ensure that adequate information, instruction and training is provided to workers.

SMOKING

Smoking is only permitted in designated areas.

STRESS

Stress has been defined as “the adverse reaction people have to excessive pressure or other types of demand placed on them.” The company will follow HSE guidance.

TRAINING

No person will be required to perform any task unless he has been trained to do so, and adequate instruction has been given. All new employees undergo an Induction programme that will ensure their awareness of basic safety rules and procedures, with further task specific training being provided as required.