

# Health and Safety General Policy Statement

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## Health and Safety General Policy

3 counties accounts training service (3cats) is committed to ensuring the Health Safety and Welfare of Employees, other Personnel, Contractors, Students and Visitors, so far as is reasonably practicable and that Statutory Duties are met at all times.

The Company will promote a Positive Safety Culture to include safe working practices, safe plant and equipment and a safe working environment with adequate facilities and welfare arrangements.

Persons working for 3cats and students will be given adequate information, instruction and training to enable the safe and efficient performance of work activities.

Adequate facilities and arrangements will be maintained to assess, manage and minimise risk through planning, organising, monitoring and reviewing of performance.

Every individual has a legal obligation to take reasonable care of his or her own Health and Safety and for the safety of others who may be affected by their Acts or Omissions. It shall also be the duty of every person working for (3cats) and students to co-operate with management to ensure the success of the policy which requires the commitment from all involved.

The Policy will be communicated to persons working for 3cats and students and others as required and will be reviewed on a regular basis and revised in the light of Legislative or Organisational changes

Signed: D E Nelson (Proprietor)

Date: 12/01/2022

Review Date: 23/06/2023

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## **Health and Safety Organisation**

### **Organisation and Responsibilities**

#### **1. Executive**

The Managing Director will:

- Publish a written Safety Policy, ensuring its effectiveness through regular reviews of arrangements and performance.
- Ensure that all managers and members of supervision understand and accept their responsibilities in the implementation of the Health and Safety Policy.
- Appraise the Board of Health and Safety matters to ensure that sufficient resources are available to control and minimise risk.
- Ensure that requirements within UK and European legislation are complied with.

**2. The Safety Officer-** is the expert source of advice regarding Health & Safety matters

Specifically he will:

- Advise and inform Managers and Employees on Health and Safety issues, changes in Legislation, Standards, and Company Policy.
- Assist Managers during accident investigations.
- Maintain- Safety Records; Accidents / Incidents reports; Accident Statistics;
- Carry out and provide assistance in the process of Risk Assessment to control and minimise risk in all relevant areas including, General Risk Assessment, Coshh, Manual Handling, Work Equipment, PPE, DSE and Fire.
- Liaise with appropriate external bodies including HSE, Fire & Local Authorities.

### **3. Departmental Manager**

Department Managers have the responsibility to provide leadership and to promote positive and responsible attitudes towards Health and Safety.

Each manager will:

- Ensure that each new employee is given induction training, including the precautions and procedures appropriate to their specific jobs. All new members of staff will be shown the location of Safety Equipment including first aid boxes, fire exits and firefighting equipment.
- Ensure that all staff are made aware of Emergency Procedures in particular means of escape and Evacuation Procedures, taking into account the procedures operated at (any visiting) Host Sites.

- Ensure that all subordinates are aware of the health and safety policy (a copy is on the company notice boards) and understand their responsibilities within the policy.
- Ensure that all safety rules are observed and that protective equipment is available, issued and worn as appropriate.
- Ensure that any temporary employee, before he or she commences work, shall be supplied with comprehensible information about any special occupational qualifications or skills required in order that work can be carried out safely
- Investigate promptly all accidents and near misses to persons or property to discover the causes and take action to minimise possible recurrence, liaising with the Safety Officer.
- Ensure good effective housekeeping standards are applied.
- Ensure that plant and equipment is correctly maintained and that all defects in the workplace are promptly rectified or reported.
- Carry out/assist with Risk Assessments, Safety Inspections and Audits
- Liaise with Safety Officer in order to ensure compliance to changes in Legislation, Standards and Company Policy.

#### **4. Employees**

Specifically, Employees will:

- Make themselves familiar with and conform to, the Company Health and Safety Policy.
- Observe all Safety Rules, Safe Systems of Work and relevant Codes of Practice.
- Wear suitable personal protective equipment as provided and use appropriate safety devices where applicable.
- Be aware of the current procedures for fire evacuation, medical, accident and any other emergency procedure.

- Report to their Manager any incident or injury to themselves, whilst at work, as soon as possible, and obtain appropriate treatment from an authorised first Aider. Similarly report any observed accident, near miss, damage to property or equipment, irrespective of personal injury.
- Do nothing liable to cause injury to themselves or others.
- Do not intentionally misuse or abuse anything provided in the interest of Health & Safety.
- Co-operate with Managers in order to ensure the success of the policy and promote positive and progressive systems and attitudes for Health and Safety at work.
- Ensure that the highest standards of Housekeeping are maintained.

## **Arrangements**

### **1. General Risk Assessment**

- Trained assessors will carry out suitable and sufficient assessment of risk. The risk is evaluated and minimised through the implementation of appropriate control measures.
- Results of assessments are recorded and communicated to employees and other interested parties.
- A review of Risk Assessments will be carried out where changes in circumstances or legislation occur. Particular assessments will also be reviewed as a corrective action following any Incident, Accident or Near Miss.

### **2. COSHH**

- All substances/materials which may have a hazardous content or cause risk will be assessed by trained assessors prior to use.
- Engineering Controls will be maintained in good order and L.E.V.'s checked for efficient operation and recorded annually by a competent external organisation.

### **3. Manual Handling**

- All Manual Handling operations, as identified through general risk assessment, task analysis or any other formal method will be assessed by the assessment team using the task format.
- Where a full assessment is required the results are recorded in further detail.
- The results are communicated to relevant personnel. Assessments are reviewed should changes in equipment or personnel take place.

### **4. Display Screen Equipment**

- Trained assessors will assess display Screen Equipment, the workstation, the user and the environment.
- Users have been identified and provision made for eye tests.

### **5. Induction, H. & S. Training**

- A comprehensive Induction training programme provides new starters with a gradual introduction to the Company and its Health and Safety arrangements

- External Health & Safety training opportunities are offered to staff and employees.
- External Organisations carry out Assessments and Training for employees on Fork Lift Trucks.
- Technical competence is provided through internal & external training methods.
- First Aid Training and First Aid Refresher training is carried out by external trainers.
- Individual training needs are based on the annual personal appraisal system from which training programmes are initiated and as changes in legislation demand.
- All records of training for individual employees are retained by the Administration Office.
- The Health and Safety Manager is the trained person on site to provide guidance and assistance as required.
- Posters and signs are a further means of promoting compliance to the required standards.
- All changes in equipment or technology include the appropriate safety training to identify hazards, risks and precautions to be taken.
- The competence/training of Sub – Contractors is evaluated prior to their employment.

## **6. Inspections / Audits**

- The workplace and systems are monitored through various inspections and audits.

## **7. Maintenance of Equipment / Statutory Inspections**

- All plant and equipment is maintained to ensure safe operational capability, in accordance with relevant statutory requirements, industry standards and manufacturers recommendations.
- Statutory Inspection procedures including any reported defects and remedial work are carried out within the prescribed frequency and time restraints and records maintained in the appropriate registers.

## **8. Fire Precautions**

- Fire Safety Precautions ensure employee safety along with maximum damage limitation to buildings plant and equipment. To minimise the risk and effects from an outbreak of fire the premises have been assessed and control measures implemented.
- Smoking is prohibited on site, other than the designated area.
- Fire equipment/appliances are inspected and maintained at prescribed intervals by approved
- Contractors and records retained.

## **9. Emergency Procedures**

- Emergency Procedures exist whereby in the event of a fire the Fire Brigade are notified immediately and the workforce evacuated to the designated Assembly Area.
- Evacuation procedures are practised at least annually.

## **10. Working at Height**



- Working at height will be avoided where it is reasonably practicable to carry out the work by other means. Where work is carried out at height the selection of Access/Work equipment will be suitable for the task.
- All users of ladders are trained and equipment is inspected at regular intervals.
- Trained certified personnel only to use aluminium Scaffold Towers/ MEWPS.

## **11. First Aid**

- Trained/qualified first aiders as defined under the Health & Safety (First Aid) Regulations administer First Aid
- First aid and eye wash stations are provided at strategic locations and maintained in good order.

## **12. Noise**

- Consideration to the effect of overall background noise levels will be given prior to the purchase and/or installation of new machinery, plant or equipment.
- The wearing of hearing protection in 'designated areas' on site or at a customer's site is mandatory.

## **13. Electricity**

- All reasonable steps are taken to ensure the Health & Safety of all personnel on site who use, operate or maintain electrical equipment.
- Only experienced competent personnel, trained in accordance with the I.E.E. Regulations 16th Edition, The Electricity at Work Regulations 1989 and European Standards, are permitted to access electrical cabinets and/or carry out electrical installations, repairs and maintenance.
- All installation work will comply with the I.E.E Regulations 16th Edition and European Standards.
- All statutory documentation and records will be maintained.
- An ongoing programme of Portable Appliance Testing operates within the definition of Regulation 4 (System) of the Electricity at Work Regulations 1989.

#### **14. Pwuer (work equip.)**

- All work equipment will be suitable for the purpose for which it is intended and maintained in efficient working order by competent personnel.
- Assessments of Risk will be carried out within 'The PUWER Regulations'
- Maintenance work will be carried out using safe methods of work and the appropriate records maintained.
- Where a specific risk to Health and Safety is involved the task shall be restricted to certain authorised persons only.
- Adequate safe guarding measures will be provided in order to prevent contact with dangerous parts of machinery, including a suitable means of isolation from sources of energy.
- Suitable and sufficient lighting for the effective use of the equipment either through ambient or local arrangements will be provided.

- The provision of adequate information, instruction and training, including the remedial action taken due to any foreseeable abnormal situation will be implemented.
- Where appropriate, all relevant markings and warning signs will be clearly displayed.

## **15. PPE**

- Protective workwear and equipment of a suitable standard and design to conform to current European Standards and Directives is provided. Issue and receipt of all PPE is recorded.
- Having assessed the need, all personnel issued with PPE will receive suitable training,

### **Examples of Personal Protective Equipment (PPE)**

- Hearing protection
- Gloves and gauntlets
- Glasses and goggles
- Respirators
- Overalls
- Safety Footwear
- Fall arrestors or harnesses
- Aprons, leggings or spats
- Warm and waterproof clothing
- High Visibility Clothing

## **16. Accident Reporting / Investigation**

All Accidents, incidents and near misses must be reported and thoroughly investigated.

The principle objectives in investigating all incidents are:

1. Identify the true causes
2. Prevent re-occurrence
3. Provide information to enable compliance to RIDDOR

A review of the Risk Assessment will be carried out as a correction action following any incident.

## **17. Confined Spaces**

- Consideration must be given to particular hazards within confined space working.
- Entry is the last resort and requires a critical Risk Assessment with reference to specific hazards and conditions as referred to within the requirements of the Confined Spaces Regulations.
- A permit to work must also be issued for this type of work

## **18. Asbestos**

- The identification of 'Asbestos Containing Materials' is a legal requirement in order to prevent accidental release of fibres.
- Reference to the site Asbestos Register is an essential requirement in controlling and preventing exposure to Asbestos Fibres.
- The site Duty holder will provide further detailed information on any ACM within the premises or customer site.