



# Health & Safety Policy Statement

(Health & Safety at Work etc Act 1974)

## This is the Health & Safety Policy Statement of **Network Installation Solutions Ltd**

### Our Statement of General Policy is:

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

Signed   
C. Sandison, Director

Date 05.12.10

Review date 05.06.11



## Responsibilities

1. Overall and final responsibility for health and safety is that of **Ben Wainwright**
2. Day-to-day responsibility for ensuring this policy is put into practice is delegated to **Steve Perry**
3. All employees have to:
  - co-operate with supervisors and managers on health and safety matters;
  - not interfere with anything provided to safeguard their health and safety;
  - take reasonable care of their own health and safety; and
  - report all health and safety concerns to an appropriate person.

## Health & safety risks arising from our work activities

1. Risk assessments will be undertaken by **Steve Perry**
2. The findings of the risk assessments will be reported to **Ben Wainwright**
3. Action required to remove or control risks will be approved by **Ben Wainwright**
4. **Steve Perry** will be responsible for ensuring that the action required will be implemented
5. **Ben Wainwright** will check that the implemented actions have removed/reduced the risks
6. Assessments will be reviewed every **6 months** or when the work activity changes, whichever is soonest

## Consultation with Employees

Consultation with employees regarding Health & Safety issues is an ongoing matter as and when the need arises



## Safe Plant & Equipment

1. **Ben Wainwright, Chris Sandison and David Wainwright** will be responsible for:
  - a) Identifying all equipment/plant needing maintenance
  - b) Ensuring that effective maintenance procedures are drawn up and implemented
  - c) Any problems reported are dealt with swiftly
  - d) Any new plant/equipment meets health & safety requirements

## Vehicles

1. **All employees** will be responsible for ensuring that the vehicle which they are using is in a roadworthy condition and that all levels, lights, tyre pressures etc are checked in accordance with company procedures. Any defects should be reported to **Julie Parkinson** immediately.
2. **Julie Parkinson** will be responsible for ensuring maintenance of all company vehicles and that they are taxed, insured and have current MOT certificates where applicable.
3. Any problems found should be reported to **Ben Wainwright** who is responsible for rectification.

## Information, Instruction & Supervision

1. The Health & Safety Law Poster is displayed in the main office.
2. Health & Safety advice is available from any **Director or Manager**.
3. Supervision of young workers/trainees will be undertaken by a **Senior Engineer or any Director**.
4. **Ben Wainwright, Chris Sandison and David Wainwright** are responsible for ensuring that the Company's employees working at locations under the control of other employers are given relevant health & safety information.



## Competency for Tasks and Training

1. Induction training will be provided for all employees by **Steve Perry**
2. Job specific training will be provided by **Ben Wainwright, Chris Sandison or David Wainwright.**
3. Training records are kept by **Steve Perry**
4. Training will be identified, arranged and monitored by **Ben Wainwright, Chris Sandison and David Wainwright**

## Accidents, First Aid, Monitoring etc

1. The first aid box is kept in **the main office**
2. The appointed first aider is **Steve Perry**
3. All accidents and cases of work-related health are to be recorded in the accident book, which is kept in **the main office.**
4. **Ben Wainwright** is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority, for investigating accidents and acting to prevent a recurrence.

## Emergency Procedures–Fire & Evacuation

1. **Ben Wainwright** is responsible for ensuring the fire risk assessment is undertaken and implemented.
2. Escape routes are checked by **Ben Wainwright** every day.
3. Fire extinguishers are maintained and checked every 12 months.
4. Alarms are tested every month.
5. Emergency evacuation will be tested every month