

HEALTH & SAFETY POLICY

General Statement of Intent

The overall aim of MARSHALL BREWSON LIMITED is to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees while they are at work and of others who may be affected by their undertakings, and to comply with the Health and Safety at Work ACT 1974 and other allied relevant legislation as appropriate.

The managing director of the Company and other directors are primarily responsible for health and safety performance within the Company. Health and safety are management responsibilities ranking equally with responsibilities such as production, sales, finance etc. Managers throughout the Company and through them their sub-ordinates are responsible for the health and safety of employees under their control.

The Company is committed to the prevention of loss in all aspects of its operations, including the prevention of personal injury, damage to health and damage to Company property. To achieve this objective, the Company will allocate sufficient resources to develop and manage health and safety.

All processes and activities that involve plant, machinery and equipment must not present an unreasonable risk to employees or third parties.

Signed:



K.Watson
Director

Date: 03/01/2020
Review: 03/01/2021

HEALTH & SAFETY POLICY

Health and Safety at Work etc Act 1974

This is the Health and Safety Policy Statement of:

MARSHALL BREWSON LIMITED

PART 1 – General Statement of Policy

- 1.1** The Company acknowledges and accepts its legal responsibilities for securing the health, safety and welfare of all its employees, of sub-contractors working on its behalf and all others affected by their activities.
- 1.2** The Company will provide and maintain safe and healthy working conditions so far as reasonably practicable.
- 1.3** The Company will encourage all employees to be actively involved in maintaining safe operating conditions and practices.
- 1.4** The Company will carry out a regular review of this policy to ensure that these standards of health and safety are maintained.

PART 2 – Organisation

- 2.1** The head of the Company has overall responsibility for health and safety in the Company, and will:
 - Ensure suitable financial provision is made for health & safety obligations.
 - Provide appropriate information and instruction to employees
 - Ensure work is planned to take into account health & safety issues.
- 2.2** All employees shall at all times take reasonable care of themselves and have due regard for the health & safety of others who may be affected by their work activities.
- 2.3** Alcumus Safe Contractor provides information and advice to the Company on health & safety issues through their information service **Responseline**.

PART 3 – Arrangements

As a small company some of the arrangements for health and safety are informal and generally not recorded, however, health and safety is considered in all aspects of our work. The following outlines the principal ways in which we implement health and safety:

3.1 Communication.

The content of this policy and rules specific to a site or job are drawn to the attention of all

employees and sub-contractors. Employees and sub-contractors present their views on health & safety for existing and proposed jobs.

3.2 Training.

Employees are given training appropriate to their responsibilities. Training is specifically provided for work with hazardous substances, use of equipment, use of PPE and manual handling. Additional training required because of new work activities and the use of new equipment or substances will be provided when needed. A record will be kept for all training of each employee.

3.3 Risk Assessments.

Employees throughout their work carry out risk assessments continuously. Hazards are considered and work methods established to minimise the risk of injury to themselves and others affected by the work. Where the employee does not have sufficient knowledge about a specific hazard, such as work in confined spaces, they will take further advice from the H&S advisor if required. The head of the Company ensures operators are provided with appropriate instruction and training on risk assessments.

3.4 Method Statements.

Formal method statements will be prepared in writing where the risk is particularly high or is a requirement on a specific site.

3.5 Emergencies.

In case of emergencies, the client procedures are followed. Therefore, employees always familiarise themselves with client procedures when first attending site, and co-operate and participate in any drills.

3.6 Welfare.

Welfare arrangements are established at each site, utilising client facilities whenever possible.

3.7 Equipment.

All equipment is subject to routine maintenance, taking into account various factors, including:

- Statutory testing
- Type of equipment
- Amount of use
- Consequences of failure

3.8 Personal Protective Equipment.

PPE is provided as appropriate for the work activities. PPE is maintained by the individual and is subject to routine maintenance as appropriate.

3.9 Hazardous Substances.

The risk associated with hazardous substances is considered for all work activities. Alternative less harmful substances are used wherever possible. In case of risks to health, PPE is provided and used by employees. Unidentified potential hazardous substances, such as Asbestos, encountered during the course of a work activity are referred to the client and / or advice taken from the H&S adviser, as appropriate.

3.10 First Aid & Accident Reporting.

Wherever possible arrangements are made with clients to use their first aid facilities. Where this is not possible employees carry a supply of sterile plasters and a first aid kit, assistance will be sought from the emergency services if required.

All accidents are reported to the office and those defined as statutorily notifiable are reported to the appropriate enforcing authority.

3.11 Manual Handling.

Manual handling risks are considered prior to each work activity. The method of work is adapted to minimise manual handling risks wherever possible, including use of alternative lifting and carrying methods. Our employees are advised not to manual handle loads, which they felt incapable of moving safely.

3.12 Fire Safety.

All employees remain vigilant to the risk of fire.

3.13 Sub-Contractors.

Sub-contractors are instructed primarily on the basis of their technical capability, though due regard is also taken of health and safety. Serious breaches of health and safety and the contractors capability for specific risks will be taken into account during the selection process.

3.14 Public Safety.

The safety of members of the public is considered at all times and appropriate protective actions taken.

3.15 Asbestos

With the Control of Asbestos Regulations 2012 now in force, asbestos awareness training will be carried out every 12 months as a minimum via a toolbox talk, or staff meeting with all staff who are liable to disturb asbestos in their normal everyday work, or prior to any work on a site where there is a likelihood of exposure to Asbestos.

PART 4 – Key Personnel

4.1 Responsibilities

Overall and final responsibility for health and safety is that of K. WATSON

Day-to-day responsibility for ensuring this policy is put into practice is delegated to K WATSON

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Name	Responsibility
S. CROFT	OFFICE PRACTICE
D.INGHAM	WORKSHOPS

4.2 Health and safety risks arising from our work activities.

Risk assessments will be undertaken by D INGHAM

The findings of the risk assessments will be reported to K WATSON

Action required to remove/control risks will be approved by K WATSON

K WATSON Will be responsible for ensuring the action required is implemented

D INGHAM Will check that the implemented actions have removed/reduced the risks

Assessments will be reviewed every 12 MONTHS or when the work activity changes, whichever is soonest.

4.3 Consultation with employees

Employee representative(s) are OFFICES - S CROFT
WORKSHOPS - D INGHAM

Consultation with employees is provided by -K WATSON

4.4 Safe plant and equipment

D. INGHAM Will be responsible for identifying all equipment/plant needing maintenance.

K WATSON Will be responsible for ensuring effective maintenance procedures are drawn up.

D INGHAM Will be responsible for ensuring that all identified maintenance is implemented.

Any problems found with plant/equipment should be reported to K WATSON

K WATSON Will check that new plant and equipment meets health and safety standards before it is purchased.

4.5 Safe handling and use of substances

K WATSON Will be responsible for identifying all substances of which need a COSHH assessment.

K WATSON Will be responsible for undertaking COSHH assessments.

K WATSON Will be responsible for ensuring that all actions identified in the assessments are implemented.

K WATSON Will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

K WATSON Will check that new substances can be used safely before they are purchased.

Assessments will be reviewed every 24 MONTHS or when the work activity changes, whichever is soonest.

Asbestos Awareness Training will be carried out every 24 MONTHS with all staff who go onto clients premises/sites

4.6 Information, instruction and supervision

The Health and Safety law poster is displayed at MARSHALL BREWSON RECEPTION

Health and safety advice is available from K WATSON or Alcumus SafeContractor helpline (tel:02920 859269)

Supervision of young workers/trainees will be arranged/undertaken/monitored by K WATSON

K WATSON Is responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

4.7 Competency for tasks and training

Induction training will be provided for all employees by K WATSON

Job specific training will be provided by K WATSON

Specific jobs requiring special training are: SERVICE ENGINEER

Training records are kept at/by K WATSON

Training will be identified, arranged and monitored by K WATSON

4.8 Accidents, first aid and work-related ill health

The first aid box(es) is/are kept at the KITCHEN AREA UPSTAIRS

The appointed person(s)/first aider(s) is/are S CROFT

All accidents and cases of work-related ill health are to be recorded in the accident book.
The book is kept by/at KITCHEN AREA UPSTAIRS

K WATSON Is responsible for reporting accidents, diseases and occurrences to the authority.

4.9 Monitoring

K WATSON Is responsible for investigating accidents.

K WATSON Is responsible for investigating work-related causes of sickness absences.

K WATSON Is responsible for acting on investigation findings to prevent a recurrence.

4.10 Emergency procedures – fire and evacuation

K WATSON Is responsible for ensuring the fire risk assessment is undertaken and implemented.

Escape routes are checked by/every 12 MONTHS

Fire extinguishers are maintained and checked by/every
NITRO FIRE PROTECTION LTD. – 12 MONTHS

Alarms are tested by/every
SECOM ALARMS - 12 MONTHS

Emergency evacuation will be tested every 36 MONTHS

Signed:



Date: 03/01/2020

Name: K WATSON (Director)

Review Date: 03/01/2021