



**ABSOLS**

**SAFETY**

**POLICY**

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# 1.0 Introduction

Absols Limited recognises that our employees are our most important asset. Therefore the prevention of accidents and ill health through compliance with all health + safety legislation is one of the most important duties of our Directors, Management and staff.

This policy document has been prepared in order to meet the requirements of Section 2 (3) of the Health and Safety at Work Act 1974, which requires every employer to prepare a written statement of general policy with respect to the Health + Safety of their employees, including the organisation and arrangements for carrying out that policy.

## 1.1 To The Employee

### 1.1.1 *Your Health + Safety Policy*

Absols Limited is committed to providing you with a safe and healthy place in which to work and to promoting a positive Health + Safety culture

### 1.1.2 *General Safety Instruction*

You should read carefully and follow the Absols Limited Health + Safety Policy, which sets out specific rules for working in the company's operations.

All employees and subcontractors of the Absols Limited are reminded of their legal duties under Section 7 of the Health + Safety at Work Act 1974:

- Take reasonable care of your own health and safety and that of others who may be affected by your acts or omissions
- Co-operate with your employer
- Do not interfere with or misuse anything provided to secure your health and safety
- Use the equipment, materials and substances provided in accordance with your training

Failure to comply with these duties could lead to prohibition or improvement notices being served on the business which would interfere with the progress of work, and/or to prosecution of the company, individual directors, managers, supervisors or operatives with fines for each offence on summary conviction or unlimited fines on indictment, with up to two years imprisonment for certain offences.

## 2.0

# Health + Safety Policy Statement

Absols Limited is committed to providing a safe environment for its workforce and others who may be affected its undertakings, and also to ensuring that the statutory responsibilities of the company are met.

Management's visible commitment is the basis for achieving safety excellence and promoting a positive safety culture throughout the company. This commitment must be genuine, consistent, start at the top with senior levels of management and cascade through the whole of the management organisation, making it an acceptable part of our business.

The management accepts responsibility for taking all reasonably practicable steps to ensure the health + safety of all employees and those affected by the company's activities. To this end, Absols Limited will ensure that all activities are assessed and safe systems of work are developed to take into account their inherent risks.

Absols Limited will ensure that statutory requirements and codes of practise relating to the company's activities and any relevant recommendations from bodies dealing with health + safety are complied with as appropriate.

The management, employees and others working on any Clients' site on behalf of Absols Limited need to remember that standards of safety must be maintained at the highest possible level, and that continued improvements in safety performance can only be achieved by the co-operative efforts and total commitment of everyone within the business.

Ian Wilkinson  
**MANAGING DIRECTOR**

## 3.0

# Responsibilities of Management/ Representatives

### 3.1 General

Management is directly responsible for ensuring, so far as is reasonably practicable, the Health, Safety and Welfare of all employees by:

- Investigating any potential safety hazards and where practicable eliminate or minimise the hazard at source.
- Ensuring every person who is responsible for a working group accepts responsibility for their health and safety.
- Ensuring that the necessary arrangements are made for fire prevention, and training in the use of extinguishers and emergency evacuation procedures.
- Providing personal protective equipment to protect the health and safety of all employees.
- Ensuring that equipment and work areas are properly maintained so as to minimise the possibility of accidents.
- Investigating the causes of accidents and taking steps to remove their cause to a level as low as is reasonably practicable.
- Ensuring health and safety factors are taken fully into account when new methods or processes are planned.
- Ensuring they are fully conversant with the accepted and agreed lines of communication appertaining to health and safety.
- Providing adequate safety training/safety awareness for supervisory staff to enable them to deal effectively with health and safety matters.
- Ensuring adequate safety training is included in the induction programme for new recruits, and, as necessary to employees deployed to new jobs.
- Seeking when necessary and considering advice on health and safety matters from the Company's Health and Safety Advisor.
- Ensuring that adequate inspections and investigations are carried out with respect to health and safety.
- Ensuring that effective control of health and safety through the efforts of all levels in the management organisation.
- Following the principle that effective safety management is not "common sense" but is based on a common understanding of risks and how to control them brought about through good management.

## 3.2 Specific Duties and Responsibilities

### 3.2.1 Managing Director

- To ensure that the Absols Limited Health + Safety Policy is implemented and it's effectiveness appraised
- To ensure compliance with all relevant health + safety legislation
- To review accident reports and statistics and ensure adequate arrangements are made to communicate health + safety information
- To ensure appropriate training is given to all staff as necessary, that records are maintained and the training needs of individuals are regularly reviewed against job requirements
- To ensure that injury, damage and loss is reported, investigated and a cost identified. Promote analysis of investigations to discover trends and eliminate hazards
- To apply disciplinary procedures, where appropriate, on any member of staff failing to discharge satisfactorily their responsibilities for health + safety
- To allocate sufficient funds and resource to meet the requirements of the company H+S policy and set a personal example when visiting sites by wearing appropriate protective clothing (in particular high visibility coats, suitable footwear and protective headwear)
- In conjunction with the company's appointed Health + Safety Advisor, audit, review and amend the Health + Safety Policy in accordance with new legislation
- To organise the carrying out of Risk, Manual Handling and COSHH Assessments and the formulation of Safe Systems of Work
- Ensure that the requisite number of first aiders are trained and available
- Arrange regular meetings with the company's appointed Health + Safety Advisor to discuss accident prevention, performance and areas for improvement

### 3.2.2 Department Manager

- To read and understand the company policy for health + safety and ensure that it is brought to the notice of any employees/ subcontractors under your control
- Report on safety at each Management Meeting
- To ensure that all newly appointed personnel receive initial health + safety training
- To ensure that employees understand and comply with procedures, instructions and safe methods of working identified by Absols Limited.
- To carry out inspections and assess the risk to health + safety when there has been a substantial change (e.g. introduction of new machinery, or when requested to do so by the Managing Director), and refer to the company's appointed Health + Safety Advisor where necessary to ensure that safe systems of work are implemented to control any potential hazards.
- Ensure that adequate training, information and supervision is provided to ensure that all work is conducted safely
- Take immediate and appropriate steps to investigate and rectify any risks to health + safety arising from work activity on any Absols site

- To bring to the prompt attention of the Managing Director any health + safety issue that requires their attention
- To ensure that accidents and near-misses are properly recorded and reported and that an investigation is carried out to determine causal factors

### 3.2.3 Appointed Health + Safety Advisor

The company will, either by internal appointment or by use of external contract, ensure that a suitably qualified + competent Health & Safety Advisor is available to provide advice & support on all Health & Safety issues:

- To ensure that Absols Limited's Senior Management are competent to carry out the duties that are required of them
- Where requested, assist in the completion of Risk Assessments, the formulation of Safe Systems of Work and the investigation of accidents, incidents + near misses in order to identify causal factors and recommend action to be taken to prevent reoccurrence
- Where instructed, monitor by inspection of the workplaces and operations, the health and safety performance of employees and provide feedback of such inspections to the Senior Management
- To provide specialist health + safety advice and guidance to the Directors on any matter relating to the discharging of their responsibilities, or on any other matter relating to health + safety and training.
- To arrange regular meetings with the Director with Responsibility for Health + Safety to discuss accident statistics/ prevention, performance and areas for improvement

### 3.2.4 Fire Marshalls

- To read and understand the company Fire Evacuation Procedure and ensure that it is brought to the notice of any employees/ visitors under your control
- To search your area of responsibility to ensure that all staff and visitors have evacuate the building in the event of fire alarm sounding
- To direct people who have not evacuated to the appropriate fire exit and onward to the assembly area in the event of the building being evacuated
- Conduct regular inspections of your area of responsibility to ensure that all means of escape are maintained, and kept free from obstruction

### 3.2.5 First Aiders

- To administer emergency first aid to an injured party in line with the training they have received
- Ensure that the First Aid equipment is regularly checked and that adequate numbers of First Aid boxes are available and appropriately stocked
- Assist Department Managers in their investigation into the causes of accidents

### 3.2.6 Drivers of Company Vehicles

- To drive in accordance with the Road Traffic Legislation and the Highway Code at all times
- To make regular inspections of the vehicle for obvious defects and ensure any defects are identified and rectified without delay
- Report all accidents or damage to Absols Limited Management
- To take particular care when driving on sites under construction and consider the condition of temporary access roads and roads under construction
- To not drink or take medication which could affect driving ability prior to driving a vehicle
- To wear a seatbelt at all times while driving and only use a mobile phone in conjuncture with an appropriate hands-free device

## 4.0 **Responsibilities of Individual Employees**

Every employee of Absols Limited, regardless of position, has basic statutory responsibilities in respect of health and safety which are imposed by the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

All employees/ subcontractors must:

- In accordance with the Health and Safety at Work Act 1974 not interfere with, or misuse anything provided in the interest of health and safety at work.
- Observe all health and safety practises laid down by the Company.
- In the interests of health and safety, wear and use appropriate protective clothing/equipment provided by the Company as and when required.
- Report to their immediate supervisor any accident sustained to them whilst at work and also (if unable to rectify in a safe manner) report all hazardous situations involving machinery, systems of work etc. If in doubt about the health and safety of any working situation, consult the Department Manager immediately.
- Report any safety hazard to his or her immediate Department Manager.
- Take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work.
- Be familiar with the Company emergency evacuation procedures.
- Always use the correct tools for the work being carried out, ensuring they are safe for use.
- Maintain good standards of housekeeping
- Ensure that they use only those items of equipment or undertake those tasks for which they are deemed competent
- Co-operate with the Management (or their representatives), to enable them to comply with their statutory duties in respect of health and safety

## 5.0

# Health + Safety Arrangements

### 5.1 General

The principle of Absols Limited's safety effort is to 'Manage Safety'.

The arrangements for Health + Safety will be through our employees following a 18 point action plan built upon our previous strong foundation of management commitment to health + safety.

#### 5.1.1 *Management Commitment*

Visible management commitment is the basis for achieving safety excellence. Without the visible support of senior management, the safety and health of our employees will always be in conflict with other priorities such as production and profit.

Visible commitment from the top generates confidence in the management structure and this in turn empowers individuals to take their own initiative knowing they will have total support for their efforts.

Senior management will show their commitment through allocation of funds to Health + Safety within the Budget, provision of PPE to all employees, an ongoing commitment to staff training and setting a personal example regarding the use of personal protective equipment when on site.

#### 5.1.2 *Organisation of Safety*

Health + Safety at Absols Limited will be managed professionally and effectively at all times.

The Health + Safety Review Team, meeting on a annually, will establish good policies for improving safety, providing materials, money and motivation, and review progress and modify plans/ strategy for a consistent effort and drive continuous improvement.

#### 5.1.3 *Objectives*

Our objective is to eliminate major accidents and continually reduce the number of minor accidents at Absols Limited. We believe that this goal is achievable through the development of a good safety culture based on the principle that all accidents are preventable.

#### 5.1.4 *Control of Hazards*

The focus of controlling hazards within the workplace is based around a programme of Risk Assessments, which identify the main hazards, the level risk and the control measures in place. These are reviewed annually and additionally following an accident.

Based on the outcomes of these Risk Assessments, Safe Working Procedures and Method Statements are developed that identify the necessary steps to be taken by employees in order to complete a task safely.

### **5.1.5 Motivation + Communication**

There are many techniques of drawing employee's attention to health + safety issues, but the most effective way of influencing people is by expressing or communicating personal commitment. The best place for this type of communication is in the workplace 'on the job'.

Safety Bulletins and Notices will be used as a further way of communicating safety from management to the workforce.

### **5.1.6 Alcohol + Drugs**

The consumption of excessive alcohol and the use of controlled drugs at work (including when driving) are strictly forbidden. Any person found to be in breach of this requirement will be removed from the works area for the safety of themselves and those around them and subject to disciplinary procedures.

Employees are required to notify the management if they are using prescribed drugs in order to ensure that safety is not compromised by a job placement that may be affected by the use of such drugs.

### **5.1.7 Training**

A quality training programme is fundamental to any effective health + safety programme, putting in place high standards, skills, work practises and understanding that reflect the high safety demands of the industry.

In addition, the Managing Director will conduct a thorough structured induction with all new employees in order to highlight the specific site rules and risks.

Every manager should constantly monitor their team and identify additional training needs

### **5.1.8 Incident Reporting + Investigation**

The Department Manager of the relevant area will carry out a thorough investigation of all non-minor accidents, regardless of whether they are reportable under RIDDOR or not.

While an Accident Book is located at the Head Office, operatives on Clients sites will be required to record all accidents in the Clients Accident Book so that a record is made of all accidents. All health + safety incidents and near-misses will also be recorded, and further investigation may be made on the advice of the H+S Advisor and recommendations made to prevent reoccurrence.

### **5.1.9 Auditing Compliance**

The auditing technique comparing 'What is' with 'What should be' is probably the most powerful tool of our strategy and the most effective way of achieving our goal of zero accidents.

Annual audits are structured in their format to ensure that all work practises, workplaces and employees are systematically considered. Human auditing will be the focus of the auditing programme, as people are at the root of the majority of all our health + safety problems. Directing the audit at the people must be the right way to go about identifying the bulk of our shortfalls that may affect health + safety.

## **5.2 Specific Arrangements**

### **5.2.1 Fire Defence**

The possibility of fire and extensive damage is always present and therefore, every precaution must be taken to reduce the risk of fire.

The management will ensure that the requirements of the Regulatory Reform (Fire Safety) Order 2006 are met by the completion and regular review of a Fire Risk Assessment for the Absols Limited Offices. Fire Safety within the Offices will be controlled through the issuing of an Evacuation Procedure, identification of suitably trained Fire Marshalls, provision of suitable fire fighting equipment and regular Evacuation Drills in line with Approved Codes of Practice.

All employees must ensure that they are aware of, and comply with, any regulation laid down by the company regarding emergency evacuation procedures, and report any potential fire hazards to their immediate Supervisor.

### **5.2.2 Provision of First Aid**

The Management will ensure that the requirements for First Aid are assessed and adequate and appropriate provision made to ensure that there are sufficient numbers of First Aid trained employees available at each site.

All premises will have an appropriate amount of first aid kits readily available at a point clearly identified with a First Aid Sign and with a list of the trained First Aiders and their contact numbers clearly displayed.

### **5.2.3 Electrical Energy**

Statutory testing of both fixed and portable electrical equipment is carried out on a rolling annual schedule and supplemented by a visual inspection by the operative prior to use.

All cabling will be maintained in a safe condition and routed in a manner which does not pose any risk either to the cable or the safety of individuals.

Employees working at a Clients Premises will identify any faulty or damaged cabling as soon as possible and work will be suspended until such time as the Client can ensure that the works area is safe.

### **5.2.4 Manual Handling**

To meet statutory requirements, all tasks where a major risk is presented to individuals due to manual handling activities will be assessed by a competent person. Preventative + protective measures identified in specific Manual Handling Assessments will be passed onto relevant operatives through training.

### **5.2.5 Machinery + Equipment**

All buildings, equipment and services will be suitably identified and maintained in accordance with health + safety procedures. Planned inspections will be conducted on a regular basis on all equipment and machinery with maintenance undertaken as necessary.

### **5.2.6 Control of Hazardous Substances**

The Company has a duty of care to Employees and others when operations involve the use of substances that could be hazardous to health. Through the completion of detailed COSHH Assessments, hazardous substances will be assessed to identify suitable control measures and monitoring procedures and ensure that the necessary systems are in place to control their storage, transport, handling and use.

All Absols Limited operatives will receive the necessary information, instruction and protective equipment to ensure hazardous substances are handled safely.

### **5.2.7 Working Alone**

The company will ensure, so far as reasonably practicable, that employees and others who are required to work alone or unsupervised for a significant period of time, are protected from risks to their health and safety.

While every step will be taken to avoid solitary working wherever possible, where working alone cannot be avoided, the management will carry out an assessment of the risk and implement procedures to minimise the risks of lone working.

### **5.2.8 Display Screen Equipment**

As all employees are required to regularly use computers for a significant part of their work, the management will ensure that an assessment of the workstation is undertaken to ensure compliance with regulations, minimisation of the hazards associated with DSE use and that the employee is suitable trained.

### **5.2.9 Visitors to Company Premises**

The Company understands it has a duty of care to all visitors to the Absols Limited Premises. In order to ensure the safety of all personnel on site, all visitors to Absols Limited Offices will sign in on arrival and be escorted at all times by a member of staff.

## **6.0 History of Amendment**

**Version 1: September 2010**

**Version 2: September 2014**