



Health & Safety Policy Document

FOR

FOX MICO LTD

130 HUDDERSFIELD ROAD

DIGGLE

OL3 5NU

01457 239166



Introduction

The Health & Safety at Work Act 1974 and other specific health & safety legislations, contain the most important provisions for organisations & employees.

The general objectives within the scope of the legislations are:

- To secure the health, safety & welfare of employees at work.
- To protect people other than employees at work against risks to their health and safety arising out of work activities.
- To identify hazards in the workplace, carry out risk assessments and introduce any control measures necessary.
- To control the production, storage and use of hazardous and dangerous substances including flammable and explosive products. Also to prevent people from coming into contact with such products, either inadvertently or deliberately.
- To control the release into the atmosphere of noxious or offensive substances from premises; this will also fall within the scope of the environmental protection legislation.

To assist us with our duty the following documentation has been prepared to provide all Fox Mico employees with information & guidance on how these provisions should be managed and recorded.



Contents

GENERAL POLICY	4
General.....	4
What the Law Requires.....	4
HEALTH & SAFETY GENERAL POLICY	5
HEALTH & SAFETY POLICY DOCUMENTATION REVIEW	6
RESPONSIBILITIES.....	7
Introduction	7
Employee Responsibilities	7
Employer Responsibilities	7
HEALTH AND SAFETY RISKS ARISING FROM WORK ACTIVITIES	8
CONSULTATION WITH EMPLOYEES	9
SAFE PLANT AND EQUIPMENT	10
SAFE HANDLING AND USE OF SUBSTANCES	11
INFORMATION, INSTRUCTION AND SUPERVISION	12
COMPETENCY FOR TASKS AND TRAINING	13
ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH.....	14
MONITORING	15
EMERGENCY PROCEDURES – FIRE & EVACUATION	16



GENERAL POLICY

General

Businesses that are successful in achieving high standards have Health & Safety Policies which contribute to their business performance whilst meeting their responsibilities to people and the working environment in a way which fulfils the spirit and letter of the law.

What the Law Requires

Unless we are exempt from certain provisions, our business has to comply with the requirement to have a written statement of General Policy on Health and Safety for the protection of our employees and others who may be affected by our work activities.

Our statement is important because it is our basic action plan on health & safety. To achieve this Health & Safety General Policy, along with the outlined procedures, a full appraisal of needs and requirements was undertaken in the form of inspections and assessments.

The Health and Safety Policy and Procedures reflect our commitment to a planned and systematic approach to Policy implementation.

A full review is to be undertaken from time to time to ensure high standards and commitment are maintained.



FOX MICO LTD

HEALTH & SAFETY POLICY STATEMENT

We at Fox Mico Ltd recognise our duties under the Health & Safety at Work etc Act 1974 and the accompanying protective legislation. We will endeavour to meet the requirements of this legislation so as to ensure that we maintain a safe and healthy working environment. Our managers and supervisory staff are informed of their responsibilities to ensure they take all reasonable precautions to ensure they take all reasonable precautions, to ensure the safety, health and welfare of those that are likely to be affected by our undertaking.

Fox Mico Ltd recognises so far as is reasonably practicable the duty to ensure the following:

- To provide adequate resources to maintain a safe place of work, safe systems of work, safe equipment and a healthy and safe working environment.
- To ensure that hazards are identified and regular assessments of risk are undertaken.
- To provide information, instruction, training and supervision as is necessary to ensure employees and others are assured of a safe and healthy working environment.
- To promote the awareness of health & safety and encourage health & safety best practice throughout our organisation.
- To ensure we are taking the appropriate protective & preventative measures.

To ensure that we have access to competent advice and are able to secure compliance with our statutory duties.

In order that we can achieve our objectives, and ensure our employees recognises their duties under health & safety legislation whilst at work, we must ensure that we inform them of their duty to take reasonable care of themselves and others that may be affected by their activities. We ensure our employees are informed of their obligations to ensure they co-operate with management and adhere to Fox Mico Ltd safety rules which are provided within the Employee Safety Handbook & Site Worker Health & Safety Handbook.

Signed on behalf of

Fox Mico Ltd:

Craig Fox

Date: 03/09/2014

Position:

Managing Director



HEALTH & SAFETY POLICY DOCUMENTATION REVIEW

To ensure that we comply with the requirements imposed by Section 2 of the Health and Safety at Work etc Act 1974, our Health & Safety Policy Statement and Documentation requires to be reviewed periodically and at least annually.

It is our intention, in accepting our employer's responsibilities to additionally review the Policy Statement and documentation and make arrangements for any amendments as required from time to time.

Revision	Approved	Date
Issue 1	Craig Fox	03/09/2014



RESPONSIBILITIES

Introduction

It is important that we are all aware of the legal responsibilities we have and work together to achieve a continuous and constant high standard of safety.

Overall and final responsibility for health and safety is that of **Craig Fox – Managing Director**

Employee Responsibilities

- 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 (as detailed in this policy statement).

Employer Responsibilities

We accept that although we have delegated tasks within Health & Safety to others, overall responsibility remains that of Fox Mico Management at Director level.

We also accept our responsibilities to ensure that those delegated above are **competent persons** to undertake their Health & Safety tasks and have adequate resources and training to do their job properly.

REFERENCE:

1. MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999 (AS AMENDED 2006)



HEALTH AND SAFETY RISKS ARISING FROM WORK ACTIVITIES

- Risk assessments will be undertaken by **Fox Mico** Management Team
- The findings of the risk assessments will be reported to **Individual Contracts Managers**
- Action required to remove/control risks will be approved by **Individual Contracts Managers**
- **Craig Fox** will be responsible for ensuring the action is implemented.
- **Craig Fox** 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.

NOTE:

ALL RISK ASSESSMENTS ARE RECORDED IN A SEPARATE "FOX MICO RISK ASSESSMENT" DOCUMENT. EMPLOYEE RISK ASSESSMENT TRAINING RECORDS ARE ALSO MAINTAINED.

REFERENCE:

1. MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999 (AS AMENDED 2006)



CONSULTATION WITH EMPLOYEES

Consultation with employees is provided by:-

Head Office – Craig Fox

On site - Individual Contracts Managers

All employees are encouraged to make suggestions in writing for the continuous improvement of existing facilities and arrangements for Health & Safety at Work. Any unsatisfactory or dangerous occurrences should be reported immediately to **Individual Contracts Managers if on site engineers, or to Craig Fox if Head Office based staff.**

REFERENCE:

1. HEALTH AND SAFETY (CONSULTATION WITH EMPLOYEES) REGULATIONS 1996
2. SAFETY REPRESENTATIVES AND SAFETY COMMITTEES REGULATIONS 1977



SAFE PLANT AND EQUIPMENT

- **Individual Staff Members on site or at Head Office** will be responsible for identifying all equipment/plant needing maintenance.
- **Individual Contracts Managers** will be responsible for ensuring effective maintenance procedures are drawn up.
- **Individual Contracts Managers** will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with plant/equipment should be reported to **Individual Contracts Managers**
- **Craig Fox** will check that new plant and equipment meets health and safety standards before it is purchased. As a company Fox Mico only source equipment from reputable and known suppliers. As a minimum, all new equipment will at least be CE Marked.

NOTE:

WE WILL ENSURE THAT ALL PLANT AND EQUIPMENT (E.G. VEHICLES, MACHINERY, LADDERS AND ELECTRICAL EQUIPMENT,) THAT REQUIRE MAINTENANCE ARE IDENTIFIED AND THAT THE MAINTENANCE IS DONE. THESE MAINTENANCE CHECKS AND WORK DONE ARE RECORDED.

REFERENCE:

1. PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998
2. HSE'S BUYING NEW MACHINERY INDG271 1998



SAFE HANDLING AND USE OF SUBSTANCES

- **Individual Contracts Managers** will be responsible for identifying all substances which need a COSHH (Control of Substances Hazardous to Health) assessment
- **Individual Contracts Managers** will be responsible for undertaking COSHH assessments.
- **Individual Contracts Managers** will be responsible for ensuring that all actions identified in the assessments are implemented.
- **Individual Contracts Managers** will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- **Individual Contracts Managers** will check that new substances can be used safely before they are purchased and that all MSDS (Material Safety Data Sheets) are obtained from suppliers and placed on the COSHH file.
- Assessments will be reviewed every **12 months** or when the work activity changes, whichever is soonest
- **Individual Contracts Managers** will be responsible for ensuring that the PPE provided is suitable for the risks to be protected against and for the individual user.*
- **Individual Contracts Managers** will be responsible for ensuring that the PPE provided is maintained to an acceptable level and suitable storage accommodation is provided and maintained.*
- **Individual Contracts Managers** will be responsible for ensuring all employees are given appropriate training, information and instruction in the use of the PPE provided.*

NOTE:

ALL EMPLOYEES HAVE A DUTY AND RESPONSIBILITY UNDER HEALTH & SAFETY AT WORK ACT 1974 TO USE THE PPE PROVIDED ACCORDINGLY AT ALL TIMES.

*PPE ISSUE & SIGNATURES RECORD SHEET KEEP AT MAIN OFFICE.

REFERENCE:

1. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002 (AS AMENDED 2004)
2. PERSONAL PROTECTIVE EQUIPMENT (PPE) AT WORK REGULATIONS 1992 (AS AMENDED 2002)
3. CHEMICALS (HAZARD INFORMATION & PACKAGING FOR SUPPLY) REGULATIONS 2002 (AS AMENDED 2008)



INFORMATION, INSTRUCTION AND SUPERVISION

- The Health and Safety Law poster is displayed at **Head Office, Diggle.**
- Copies of the Health and Safety Law poster are provided in electronic copy to employees upon request.
- Supervision of young workers/trainees will be arranged/undertaken/ monitored by **Individual Contracts Managers.**
- **Individual Contracts Managers are** responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information. An example of the guide for our employees working at other locations is attached as an Annex D to this policy.
- A full list of HSE (Health & Safety Executive) brochures held by Fox Mico Head Office is available upon request.

NOTE:

WE TAKE INTO ACCOUNT OUR PARTICULAR RESPONSIBILITY FOR YOUNG PERSONS, ALLOWING FOR THEIR INEXPERIENCE, LACK OF AWARENESS OF RISKS AND IMMATURITY AND WILL ENSURE THAT THEY ARE PROPERLY TRAINED, INSTRUCTED AND SUPERVISED. OUR DEFINITION OF YOUNG WORKERS IS ANYONE UNDER 18 YEARS OF AGE.

REFERENCE:

1. HEALTH AND SAFETY INFORMATION FOR EMPLOYEES REGULATIONS 1989
2. MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 (AS AMENDED 2006)



COMPETENCY FOR TASKS AND TRAINING

- Induction training will be provided for all employees by:-
 1. **Kirsty Fox – All Head Office Staff**
 2. **Craig Fox – for all 'On Site' Teams.**

- Job specific training will be provided by **Individual Contracts Managers as per any Site specific project**

- Specific jobs requiring special training are...
 1. **First Aiders – Outsourced Company**
 2. **Fire Wardens (Head Office) - In House Training**
 3. **Use of Scissor Lifts or Man Riding booms – Outsourced Company**
 4. **Erecting of Towers – Outsourced Company**

- Training records are kept at **Head Office** by **Kirsty Fox, Office Manager**

- Training will be identified, arranged and monitored by **Craig Fox**

NOTE:

ALL EMPLOYEES WILL BE GIVEN BASIC HEALTH & SAFETY TRAINING WHEN THEY START WORK WITH FOX MICO, WHICH WILL INCLUDE DETAILS OF LOCATION OF THE EXTERNAL EVACUATION ASSEMBLY POINT, FIRE EQUIPMENT AND FIRST AID BOXES AT HEAD OFFICE. ADDITIONALLY, INDUCTION TRAINING WILL INCLUDE A FULL BRIEF ON ALL FOX MICO RISK ASSESSMENTS.

DETAILS OF ALL HEALTH & SAFETY TRAINING ARE RECORDED AND KEPT ON FILE. THESE ARE MAINTAINED ON AN ONGOING BASIS.

ADDITIONAL HEALTH & SAFETY TRAINING IS INCLUDED AS PART OF THE CONSTRUCTION SKILLS CERTIFICATION SYSTEM AND IS PART OF DAY RELEASE COLLEGE TRAINING FOR APPRENTICES.

REFERENCE:

1. MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999 (AS AMENDED 2006)
2. EFFECTIVE HEALTH & SAFETY TRAINING ISBN 0-7176-2109-X
3. HEALTH & SAFETY TRAINING INDG 345



ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH

- The first aid boxes are kept at :
 1. Head Office – Office.
 2. Each Company vehicle.
- The appointed persons/first aiders are detail within the main office.
- All accidents, near miss incidents occurring from work activities and cases of work-related ill health are to be recorded in the accident book.

The book is kept by **Kirsty Fox (Head Office)**

- **Craig Fox** is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

NOTE:

TO AVOID ACCIDENTS OR WORK RELATED ILL HEALTH, IT IS IMPORTANT ALL EMPLOYEES STUDY AND UNDERSTAND THE RISK ASSESSMENTS ASSOCIATED WITH THEIR WORK.

REFERENCE:

1. REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS (RIDDOR) 2013
2. HEALTH & SAFETY (FIRST AID) REGULATIONS 1981



MONITORING

To check our working conditions, and ensure our safe working practices are being followed, we will:

- Carry out a weekly check of workplace and serviceability of machinery.
- Allow the staff to “follow an open upwards reporting system” bringing matters to the attention of management a.s.a.p.
- Take seriously and act upon any reported or alleged breaches of Health & Safety legislation.

Craig Fox is responsible for investigating accidents

Kirsty Fox, Office Manager is responsible for investigating work-related causes for sickness absence

Craig Fox is responsible for acting on investigation findings to prevent a recurrence.

NOTE:

ANY ACCIDENT WILL BE FULLY INVESTIGATED, RELEVANT SAFETY SYSTEMS CHECKED AND ANY RECOMMENDATIONS ACTIONED TO AVOID A RE-OCCURRENCE.

FOX MICO OPERATE BOTH ACTIVE AND REACTIVE MONITORING OF OUR WORKING CONDITIONS AND ACKNOWLEDGE OUR RESPONSIBILITY THAT IN-DEPTH INVESTIGATION OF ACCIDENTS IS AN ESSENTIAL ELEMENT OF REVIEWING OUR SAFE SYSTEMS OF WORK.

REFERENCE:

1. REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS (RIDDOR) 2013



EMERGENCY PROCEDURES – FIRE & EVACUATION

- **Fox Mico Management Team** is responsible, **at this time (August 2014) and thereafter** for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes at Head Office are checked by **Management** every **Day**.
- Alarms are tested by **Craig Fox** once a **month**
- Emergency evacuation will be tested every **12 Months**

NOTE:

A FIRE PLAN OF OUR PREMISES IS INCLUDED AS AN ANNEX TO OUR FIRE RISK ASSESSMENT. THE FIRE PLAN SHOWS ESCAPE ROUTES, FIRE EQUIPMENT, ALARM POINTS, FIRE HAZARDS AND EXTERNAL ASSEMBLY POINT.

REFERENCE:

1. REGULATORY REFORM (FIRE SAFETY) ORDER 2005