

Oldfield Smith & Company Limited

health and safety policy

Introduction and aim

Oldfield Smith & Company Limited recognise that we have a duty to protect the health and safety of our staff, visitors and those we work with. It is our aim to comply with legislation and other requirements, to provide a safe working environment. This policy describes how we will achieve our aim.

Responsibility

Overall responsibility for ensuring health and safety lies with the Directors.

All staff have a responsibility to act in accordance with legislation, guidance and any policy directives issued by the company.

To ensure that health and safety standards are maintained (and where appropriate improved), the following people have responsibility in the following areas :

Directors : safety, risk assessments, consulting employees, accidents, first aid and work related ill-health, emergency procedures, fire and evacuation

Associate Director : weekly testing of the fire alarm bells, monthly testing of emergency lighting

All staff : periodic inspection of any supplied PPE, tools and equipment. Defects found are to be promptly reported to the Directors

Objectives

We aim to:

- ⑥ Prevent accidents and causes of work related ill health
- ⑥ Manage health and safety risks in our workplace
- ⑥ Provide clear instructions, information and adequate training to ensure employees are competent to do their work
- ⑥ Provide personal protective equipment (PPE)
- ⑥ Consult with our employees on matters affecting their health and safety
- ⑥ Provide and maintain safe plant and equipment
- ⑥ Ensure safe handling and use of substances
- ⑥ Maintain safe and healthy working conditions
- ⑥ Implement emergency procedures including evacuation in case of fire or other significant incident
- ⑥ Review and revise this policy as necessary

Employee duties

- ④ co-operate with supervisors and managers on health and safety matters;
- ④ take reasonable care of their own health and safety; and
- ④ report all health and safety concerns to an appropriate person

Arrangements for health and safety

Risk assessment

- ④ we will complete relevant risk assessments and take action
- ④ we will review risk assessments when working conditions or habits change

Training

- ④ we will give staff a health and safety induction and provide appropriate training where necessary
- ④ we will provide PPE
- ④ we will make suitable arrangements for staff who work remotely

Consultation

- ④ we will consult staff routinely on health and safety matters as they arise and formally when we review health and safety

Evacuation

- ④ we will make sure escape routes are well signposted and kept clear
- ④ evacuation plans will be tested from time to time and updated if necessary