

Health & Safety Policy

Health & Safety Policy

Dale Office Interiors

Elsworth House

Herries Road South

Sheffield

S6 1QS

Registered Company Number: 08157279

Contents Page

- 1.0 General Statement of Intent
- 2.0 Roles & Responsibilities
- 3.0 Arrangements

Section 1.0 General Statement of Intent

Dale Office Interiors Ltd (DOI) is committed to ensuring the safety of its employees, customers, members of the public and anyone else who is affected by our operations.

The company commits to operating in accordance with the Health and Safety at Work Act 1974, The Management of Health & Safety Regulations and all other current applicable regulations and codes of practice, so far as is reasonably practicable.

This commitment includes;

- (a) the provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health;
- (b) arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- (c) the provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employees;
- (d) so far as is reasonably practicable as regards any place of work under the employer's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks;
- (e) the provision and maintenance of a working environment for his employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.

DOI Management will provide all necessary resources including time to ensure that Health and Safety matters are adequately funded. This includes seeking external specialist advice where required.

Each employee/contractor will be made aware of their responsibility for their own health and safety and that of others. All employees/contractors will be given the opportunity to consult with the management on matters relating to Health & Safety, or to appoint a representative to do so.

Where necessary the company will arrange or provide suitable training for both management and operatives, as when new work practices or equipment are introduced.

The company will seek external advice as necessary to keep its health & safety policy, working practices and equipment up to date and in accordance with current legislation.

Ultimate responsibility in all areas of safety rests with the Managing Director.

The company will strive to achieve continuous improvement in Health & Safety performance.

Reviews of Health and Safety Policy will be made annually no later than 1 year after the date on this policy. The monitoring of all issues relating to this policy is the responsibility of the Managing Director.

Signed:

A handwritten signature in blue ink, appearing to read 'David Bricknell', with a stylized circular flourish on the left side.

David Bricknell
Managing Director, Dale Office Interiors

Section 2.0 Roles & Responsibilities

Organisation and Managerial Responsibilities;

The company is managed by David Bricknell who holds the position of Managing Director and the overall and final responsibility for all Health and Safety matters.

The organisation of the workforce is the responsibility of David Bricknell, who holds the position of Managing Director and is responsible for ensuring that the company's Health & Safety Policy and associated procedures are implemented by all employees and sub-contractors.

Day to day management of the company's site-based operations is the responsibility of David Bricknell who is supported by project managers and a site manager on each site. Depending on the size and nature of the site, the responsible person may be supported by one or more supervisors responsible for the direct supervision of the company operatives.

Specific Safety Functions and Named Responsibilities;

Job Title/ Safety Function	Person Responsible
Managing Director/ Overall Responsibility for H&S	David Bricknell
Health & Safety Manager/ H&S Management, RAMS, Employee Consultation, training & qualifications, incident management	Matt Griffin
Project Managers/project specific H&S management	Matt Griffin, Will Cottam, Adam Griffin, Shaun Hector
First Aiders	Adam Griffin, Matt Griffin, Tara Leadley-Machell, John Elliss

Employee/ Sub-Contractor Responsibilities;

Each employee/contractor has a statutory duty to take reasonable care in relation to their own health & safety, and the health and safety of any other person who may be affected by his/her acts or omissions.

Therefore, it shall be the duty of all Employees/Contractors whilst at work:

To take reasonable care of the Health & Safety of themselves and others, who may be affected by their acts or omissions at work

To co-operate with the employer to ensure compliance with all the company Health & Safety policies and procedures

To refrain from intentional or reckless interference with equipment and/or systems provided in the interest of Health, Safety and the Environment

To co-operate with management when required on such things as accident prevention and procedures with regard to Health, Safety and the Environment as set out in the Health & Safety at Work Act and the Environmental Protection Act (as amended), and all associated Regulations and ACOPs

To maintain good standards of housekeeping in our premises and on client premises

To report any accident or incident including near-misses, or any other Health and Safety concern (whether or not personal injury results) to the Health & Safety Manager.

To report any defects in equipment without delay to their immediate Supervisor and not to attempt repairs which they have not been authorised and specifically trained to undertake

To ensure that no potentially hazardous item, substance or machine is brought on to site or used without the prior knowledge and authority of the immediate Supervisor

To use and if applicable wear any item of Personal Protective Equipment. It is a requirement of law that any equipment supplied for safety must be used, and when not in use be properly cleaned, stored and maintained.

To undergo any Health, Safety, Environmental and operational training deemed necessary by the company.

Section 3.0 Arrangements

This section defines our company arrangements and policies for dealing with our activities.

General Note:

We will plan & programme all our activities in the carrying out of the company's business so that it may be carried out in the safest way possible, to minimise the risk of injury or harm to all people affected by our activities.

Site Management:

A suitably qualified, competent site supervisor will be always present on site during the working hours of the project. He will be responsible for securing the site at the close of business each day to prevent unauthorised access.

Risk Assessment:

We will complete risk assessments of all the activities that we undertake and implement control measures to eliminate or minimize these risks

We will continuously review these risk assessments

Training:

All employees and sub-contractors will be suitably inducted prior to commencement of any works on site

We will ensure that all employees and sub-contractors are adequately qualified for the works that they are required to undertake

Personal Protective Equipment:

We will provide the required PPE to all workers and visitors on our sites in line with our PPE policy, along with task specific PPE for all workers (as identified in the RAMS)

Emergency Procedures & Evacuation Plans:

All workers and site visitors will be briefed on the emergency procedures and the evacuation routes in the event of an emergency. This will be clearly shown on an evacuation plan displayed on the site noticeboard. These plans will be tested and updated as required during the site programme.

A qualified First Aider (usually the site manager or working foreman) will be present on site at all times during the opening hours of the site.

Sign Off Sheet		
Employee Name	Signed	Date