

Health and Safety Policy

General Statement

SMFM Ltd is committed to ensuring the health, safety and welfare of its employees, so far as is reasonably practicable. We also fully accept our responsibility for others who may be affected by our activities, such as contractors, visitors, and members of the public. We will take steps to ensure that our statutory duties are met at all times.

Each employee will be given such information, instruction, and training as is necessary to ensure that they can carry out their work tasks safely.

It is the duty of management to ensure that all processes and systems of work are designed to take account of health and safety and are properly supervised at all times.

Adequate facilities and arrangements will be maintained to enable employees and their representatives to raise issues of health and safety.

Competent people will be appointed to assist us in meeting our statutory duties including, where appropriate, specialists from outside the organisation.

Every employee must co-operate with us to enable all statutory duties to be complied with. The successful implementation of this policy requires total commitment from all levels of employee, from the boardroom to the shop-floor. Each individual has a legal obligation to take reasonable care for their own health and safety, and for the safety of other people who may be affected by their acts or omissions. Full details of the organisation and arrangements for health and safety will be set out in separate documents.

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of any legislative or organisational changes.

Approved By: Simon Malik

Date: 11/01/2021

Policy review date: 11/01/2022

In order to ensure that health and safety is successfully managed within the organisation, the following responsibilities have been allocated.

Overall responsibility

[Managing director/senior executive] accepts overall responsibility for all matters, including those regarding health, safety and welfare.

Organisational responsibility

[SM Facilities Management Ltd] commits to:

- establish and implement a health and safety management system to manage the risk associated with our premises and activities
- regularly monitor our performance and revise our health and safety management system as necessary, to ensure we achieve our objective of continuous improvement
- provide sufficient resources to meet the requirements of current health and safety legislation, and aim to achieve the standards of good practice applicable to our activities
- actively promote an open attitude to health and safety issues, encouraging staff to identify and report hazards so that we can all contribute to creating and maintaining a safe working environment
- communicate and consult with our staff on all issues affecting their health and safety and, in doing so, bring this policy to their attention
- provide adequate training for our staff to enable them to work safely and effectively, and to ensure they are competent and confident in the work they carry out
- carry out and regularly review risk assessments to identify hazards and existing control measures; we will prioritise, plan and complete any corrective actions required to reduce risk to an acceptable level
- maintain our premises and work equipment to a standard that ensures that risks are effectively managed
- ensure that responsibilities for health and safety are allocated, understood, monitored and fulfilled
- provide health surveillance for staff where appropriate, and maintain records
- co-operate with other organisations in these premises to ensure that they are aware of any risks to their staff and other people posed by our activities, that we are aware of any risks to our staff from their activities, and that we comply with the relevant requirements of fire legislation.

Management responsibility

Managers are responsible for ensuring that the safety policy is implemented within their own departments. Managers must monitor the workplace to ensure that safe conditions are maintained. Where risks are identified the manager must ensure that these are rectified, so far as is reasonably practicable.

Management duties include the following.

- Ensuring that employees, contractors and visitors are aware of safety procedures.
- Establishing that all equipment, plant and substances used are suitable for the task and are kept in good working condition; this includes the regular maintenance and servicing of equipment.
- Providing adequate training, information, instruction and supervision to ensure that work is conducted safely.
- Taking immediate and appropriate steps to investigate and rectify any risks to health and safety arising from the work activity.
- Bringing to the prompt attention of senior management any health and safety issue that requires their attention.
- Ensuring that all accidents and “near misses” are properly recorded and reported and that an investigation is carried out to determine causal factors.
- Maintaining safe access to and egress from the workplace at all times.

Managers dealing with particular topic areas will be advised of any specific health and safety duties. (For example, the purchasing manager will be required to obtain material safety data sheets for COSHH purposes prior to ordering a substance for the first time.)

Employee responsibility

All employees must:

- take reasonable care for their own health and safety
- consider the safety of other persons who may be affected by their acts or omissions
- work in accordance with information and training provided
- refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons
- report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay
- not undertake any task they are not trained or authorised to do.

Health and safety assistance

Competent persons have been appointed to assist us in meeting our health and safety obligations. These people have sufficient knowledge and information to ensure that statutory provisions are met and that the safety policy is being adhered to.

Names, job titles and functions of these people are listed below.

Health and safety officer _____

First aider _____

Fire marshal _____

Employee safety representative _____

Welfare officer _____

The company recognises that there may be occasions when specialist advice is necessary. In these circumstances, the services of competent external advisors will be obtained.

First aid The company will maintain suitable numbers of first-aid personnel to deal with minor accidents and emergencies at the workplace. These personnel will have sufficient training and qualifications in accordance with statutory requirements. Identities of first aiders will be displayed throughout the workplace.

Emergency procedures are designed to give warning of imminent danger and to allow personnel to move to a place of safety. The manager of each department is responsible for ensuring that all employees and visitors within the area are informed of, and are fully conversant with, emergency procedures.

Fire marshals will be appointed for each area to assist with an evacuation. They will be given adequate instruction and training to ensure effectiveness.

Health surveillance — We will ensure that health surveillance of individuals is provided where required under statutory provisions or where this would be of benefit to maintaining health, safety and welfare.

Information and communication — We will ensure that suitable and relevant information relating to health, safety and welfare at the workplace is disseminated to staff and non-employees.

Statutory notices will be displayed throughout the workplace.

Safety committee meetings will be held regularly, during which time matters arising in connection with health and safety will be discussed.

Health and Safety Policy Checklist

- *Is the policy document signed by the chief executive or other senior figure?*
- *Is the document up to date?*
- *Has the policy and any updates been brought to the attention of each employee?*
- *Does the policy include clear objectives and the organisations required to achieve them?*
- *Are the responsibilities clearly defined, from management to each individual employee?*
- *Does the policy set out how the effectiveness of the arrangements will be monitored?*
- *Does the policy include an aim for continuous improvement?*
- *Are all the measures referred to in the policy, such as training, inspections and hazard control, in place?*