



# Health and Safety

## Policy Owner: Managing Director

**Purpose:** This policy recognises the company's responsibility for the health and safety of our workforce whilst at work and others who may be affected by our work activities. The hazards and risks faced by our workforce in the course of their work are assessed as a minimum annually, and we aim to control those risks to an appropriate level.

1. Redline managers and supervisors are aware of their responsibilities and are required to take all reasonable precautions to ensure the health, safety and welfare of our workforce and those likely to be affected by the operation of our business.
2. Redline commits to meeting its legal obligations by providing and maintaining a safe and healthy working environment so far as is reasonably practicable. This will be achieved through:
  - a. The provision of health and safety leadership in identifying and controlling health and safety risks
  - b. Consultation with our employees on matters affecting their health and safety
  - c. The provision and maintenance of safe plant and equipment
  - d. Ensuring the safe handling and use of substances
  - e. The provision of necessary information including instruction and training for our workforce, taking account of those who do not have English as a first language
  - f. Making sure that all workers are competent to do their work, and giving them appropriate training
  - g. The prevention of accidents and cases of work-related ill health
  - h. The active management and supervision of health and safety at work issues
  - i. Having access to competent advice
  - j. The provision of the necessary resource required to make this policy and our health and safety arrangements effective
  - k. Aiming for a continuous improvement in our health and safety performance and management through a process of regular audit and review
  - l. Reviewing this policy and associated arrangements on a periodic basis using findings from the audit process, staff consultations and incident investigation to guide change.
3. To ensure the continued health and safety of all those at work, we also recognise:
  - a. Our duty to co-operate and work with other employers and their workers, when we work at premises or sites under their control

- b. Our duty to co-operate and work with other employers and their workers when their workers come onto our premises or sites to do work for us.
4. To help achieve our objectives and ensure our workforce recognise their duties under the health and safety legislation whilst at work, we remind them of our duty to take reasonable care for themselves and for others who might be affected by their activities. These duties are explained at staff induction and in the Employee Safety Handbook given to each staff member, which sets out their duties and includes our specific health and safety rules.

In support of this policy we have prepared a responsibility chart and specific arrangements (see Appendix A).

## APPENDIX A Responsibility Chart

### RESPONSIBILITIES

Responsibilities are allocated to key management personnel as below.

#### Key

MD - Managing Director

H&SC - Health and Safety

Coordinator FC - Fire Coordinator

SAFETY ARRANGEMENTS	MD	H&SC	FC
Managing Safety & Health at Work	✓		
Accident, Incident, Ill Health Reporting and Investigation		✓	
Workplace H&S Consultation - Safety Reps		✓	
Workplace H&S Consultation - One-to-one		✓	
Risk Assessment and Hazard Reporting		✓	✓
Occupational Health and Health Surveillance	✓		
Substance & Alcohol Abuse	✓	✓	
Purchasing	✓		
New and Expectant Mothers		✓	
Lone Working		✓	
Health & Safety Training		✓	
Health & Safety of Visitors		✓	
Personal Protective Equipment		✓	
Safe Systems of Work		✓	
Action on Enforcing Authority Reports	✓		
Equality and Disability Discrimination Compliance		✓	
H&S Information for Employees		✓	
Working Abroad	✓	✓	
Fire Safety - Arrangements and Procedures			✓
First Aid		✓	
Welfare, Staff Amenities, Rest Rooms & the Working Environment		✓	
Housekeeping and Cleaning		✓	
Building Services	✓		
The Control of Hazardous & Non-Hazardous Waste		✓	
Access, Egress, Stairs & Floors		✓	
Windows, Glass & Glazing in the Workplace		✓	
Workplace Signs		✓	

Premises		✓	
Electrical Safety		✓	
The Provision, Use & Maintenance of Work Equipment		✓	
Office Equipment		✓	
Storage of Chemical Substances & Agents		✓	✓
Slips, Trips & Falls		✓	
Special Events	✓		
The Provision & Use of Machinery		✓	
The Safe Use of Machinery		✓	
Lifts		✓	
Work at Height		✓	
Occupational Road Safety		✓	
Radiography		✓	
Manual Handling		✓	
Display Screen Equipment & DSE User Eye Tests & Spectacles		✓	
Asbestos at Work-2000+ Premises Clear & No Off-Site Risk		✓	
Stress in the Workplace	✓		
Aggression & Violence in the Workplace	✓		
Project Safety for Travelling & Multi-Site Workers		✓	
Contractor Control & Management		✓	
CDM - Client	✓		