Health & Safety Policy

Introduction

H Foster 1875 Ltd will endeavour to advise all employees as to the risks and hazards associated with work and ask their employees exercise the utmost caution in all matters relating to health and safety and cooperate with establishing and maintaining safe systems of work. This is as required by the Health and Safety at Work Act 1974 (HWSA), the Management of Health and Safety at Work Regulations 1999 (MHSWR) and all related and any subsequent legislation.

Employees are reminded that failure to comply with the provisions of the above Acts or Regulations or any related legislation is a criminal offence and could render them liable to personal prosecution.

It is company policy to apply the arrangements in relation to Health and Safety Management Systems. Where necessary, disciplinary action will be taken when misconduct on the part of any employee results in disregard for the safety of both themselves and others whether any injury is involved.

General Policy Statement

Overall and final responsibility for health and safety in H Foster 1875 Limited is that of the Managing Director who appoints a nominee for day-to-day monitoring.

The objective of this policy is to achieve and maintain high standards of health and safety performance throughout the company and clearly stipulate the standards expected of employees and subcontractors who undertake work on its behalf.

Hazards will be identified, and the risk of injury, disease or dangerous occurrence will be minimised by the achievement and maintenance of high standards of health and safety. These standards will be maintained in so far as practicable by:

- The provision and maintenance of plant and systems of work that are safe and without any ascertainable risk;
- Adequate arrangements for the regular assessment of work activities in order to identify associated hazards and control of the risks arising
- Arrangements for ensuring safety and the absence of risks to health in connection with the use, handling, storage, transportation and disposal of articles and substances.

- The provision of such information, instruction, training and supervision as is necessary to ensure the health and safety of employees in the company
- Providing any necessary personal protective clothing and equipment required as the result of a risk assessment
- The maintenance of any workplace under the control of the company in the condition it is safe to use and without discernible risk to health, and the provision and maintenance of means of access to and egress from it that are safe and without discernible risk
- The provision and maintenance of working environments that are without risk to health and adequate regard to:
    1. First aid
    2. Fire Prevention and Control
    3. Welfare facilities and arrangements for employees of the company.
- The cooperation of employees of the company to enable statutory obligations to be met
- Management commitment to higher standards of health and safety achieved through monitoring performance and the continuous improvement of the health and safety culture throughout the company.

The policy will be kept up-to-date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it is implemented will be reviewed regularly. The allocation of duties and safety matters and the arrangements made to implement the policy are set out below.

Reviewing procedure

1. This Health and Safety Policy will be formally reviewed every 12 months by the Managing Director with his health and safety nominee and any other employee of the company the Managing Director decides to consult.
2. The Managing Director will consider alterations and amendments which become essential between review dates when appropriate.
3. The issue of Health and Safety Policy and any amendments thereto shall be made solely by the Managing Director.

Responsibilities and duties

Chain of responsibility

1. Overall final responsibility for health and safety is that of the Managing Director.
2. The Managing Director will select a nominee to monitor health and safety on a day-to-day basis and take responsibility for the organisation of health and safety measures in all departments.
3. Subcontractors will read the site rules and sign the visitor books to show they have understood and will comply with the regulations and rules of the site.

The Duties of the Company

1. To observe the requirements of the HWSA and all other relevant legislation, Codes of Practice, Health and Safety Executive Guidance notes and recommendations of HSE inspectors and environmental officers during visits. The provision and maintenance of safe plant and systems of work especially in relation to hazardous and sensitive site operations.

2. To ensure the control of risks to health in the handling, storage and transportation of materials articles and substances
3. To carry out and provide Risk Assessments, COSHH Assessments, noise assessments and other assessments as necessary, preparing and providing method statements as required.
4. To provide adequate information instruction, training and supervision to ensure the health and safety of employees and any other person on company premises.
5. To provide any necessary personal protective equipment where necessary.
6. To provide adequate welfare and first aid facilities including a trained first either as required by the relevant statutory provisions.
7. To prevent injury or damage to any person and adjacent property affected by the company's operations.
8. To bringing to effect proper procedures to comply with the reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 and to include where appropriate, the investigation and reporting of the same.
9. To ensure all employees and site contractors comply with the relevant statutory obligations.
10. To cooperate with Local Authority and Fire Prevention recommendations and ensure that the requirements of the Fire Precautions (Workplace) Regulations 1997 and any amending legislation are complied with.
11. To ensure, as far as is possible, that no employee, subcontractor or any other person engaged to carry out work or operations, does so whilst under the influence of alcohol or controlled substances (drugs). Supervisors are required to report all cases of suspected alcohol and drug abuse, allergies or medication likely to affect the employee's Health and Safety to the Company's Health and Safety Nominee.
12. To provide funds when necessary to ensure health and safety policy and management systems can be continuously maintained.

The Duties of the Nominee Responsible for Health and Safety.

1. To monitor the augmentation of the Company’s safety policy relevant statutory obligations.
2. To encourage good health and safety practices by all employees and to assess their competence.
3. To ensure that information, instruction and regular training is given, monitored and recorded, to all employees and new entrants, having regard to site changes, alterations to work practices, equipment and changes in responsibilities.
4. To ensure the supply of material and equipment to meet all relevant statutory obligations.
5. Monitor risk assessments ensure all controls are adequate and work equipment is maintained and serviced.
6. To act in accordance with agreed criteria, to carry out investigations into, and report on, dangerous occurrences in serious accidents as required.
7. To check site documentation is being completed correctly and, where necessary, ensure that risk assessments and method statements have been completed and are available.
8. To gain the records proving qualification of subcontractors working on site to prove their competence.

The Duties of the Employee

1. To comply with the Company's Safety Policy, Safety Procedure Statements.
2. To read and take note of any notices displayed in the workplace which offer information and advice on safety.
3. To use suitable work equipment, safety protection provided by the company and to follow any relevant instruction or advice in relation to the use thereof.
4. To keep work equipment in good condition and report promptly any defects to The Managing Director.
5. To report any accident, dangerous occurrence or dangerous condition to the Managing Director.
6. Take care of the safety of themselves and others.
7. To avoid improvised arrangements and suggests safe ways of eliminating hazards.
8. Not to operate any work equipment unless authorised and where necessary qualified e.g. forklift truck.
9. To observe warning notices and instructions received in relation to sites and personal behaviour.
10. To ensure that suitable guards are in position whilst portable tools are in use.
11. To switch off and/or secure unattended plant/portable tool/equipment.
12. To wear the appropriate clothing and footwear conducive to the work and to use and take care of the issued Personal Productive Equipment.
13. To report defective work equipment to the Managing Director and not to use it until it has been repaired or replaced. To inform the Managing Director is suffering, any allergy, health problem while receiving medication likely to affect his/ her ability to do manual handling tasks.
14. To inform the Managing Director of previous training undertaking and provide such proof as/ is necessary.
15. To report hazards, unsafe conditions and near misses as soon as possible.
16. To cooperate with Health & Safety investigations, training and improvement activities

Employee Consultation and Communication

H Foster will encourage employees to raise health and safety concerns, report hazards and suggest improvements.

Employees will be consulted, where appropriate, on health and safety matters that may affect them.

Health and safety information, changes to procedures and relevant risks will be communicated to employees in a clear and timely manner.

Hazard and Near-Miss Reporting

Employees are encouraged to report hazards and near misses as soon as possible.

Reports will be reviewed and, where necessary, corrective actions will be taken to prevent accidents or recurrence.

Near-miss and hazard reporting will be used as a preventative measure to help identify and address risks before an accident occurs.

Training and Competence

Employees will receive appropriate health and safety information and training relevant to their role and responsibilities.

Refresher training will be provided where required due to changes in legislation, equipment, working practices, identified risks or individual training needs.

Training records will be maintained.

Emergency Preparedness

H Foster will maintain appropriate arrangements for responding to foreseeable emergencies, including accidents, fire, spills and other relevant workplace emergencies.

Emergency arrangements will be communicated to employees and reviewed periodically.

Appropriate emergency equipment and facilities will be maintained and available.

Accidents and Dangerous Occurrence Procedures

All persons who are injured are responsible for entering any accident procedure work in the accident book, or ensuring such accident is recorded on their behalf and reported to the Managing Director. All accidents and dangerous occurrences will be taken seriously and, where appropriate, investigated to identify causes and prevent recurrence.

Accident and emergency procedures

1. All injuries to be entered in the accident book located in the General Office.
2. Dangerous occurrences to be reported to the Managing Director as soon as possible.
3. First aid box is maintained and available.
4. Supply of mains or bottled water for irrigation of eyes to be available.
5. Supply of appropriate personal protection equipment to be available.

Contingency plans and associated equipment for dealing with on-site accidents/emergencies to be provided in accordance with regulation.

Corrective Action and Continuous Improvement

Where audits, inspections, risk assessments, incidents, near misses or employee feedback identify areas for improvement, appropriate corrective actions will be recorded and monitored through to completion.

Health and safety performance will be reviewed to support continual improvement.

Where non-conformities and accidents are identified, appropriate action will be taken to investigate the cause and reduce the likelihood of recurrence.

Key Performance Indicators

H Foster 1875 Ltd will monitor health and safety performance through measurable objectives and KPIs.

Performance will be reviewed regularly and formally as part of the annual policy review.

Focus Area	KPI/Target
Legal Compliane	Non-Conformity rate of legal compliance audit
Accident Prevention	Accident Rate
Employee Health & Wellbeing	Absence rate

Document Control

This policy will be periodically reviewed to align with emerging best practice.

Any amendment to it and the date when the change will come into effect will be advised to employees under the usual mechanism for company policy updates.

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Managing Directors, H Foster 1875 Ltd
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