

Title	Health and Safety Policy Statement
Issue Date	12/2/19
Author(s)	Matt Honeysett / Ian Markwell
Department	Health and Safety

# Health and Safety Policy Statement

## Health and safety at Work Act 1974

This is the Health and Safety Policy Statement of

**Commonfield Services Ltd**

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our employees on matters affecting their health and safety;
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees;
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals.
- To co-operate with other organisations on construction sites to ensure that they are aware of any risks to their employees and other people posed by our activities
- This policy applies to all subsidiary companies of Commonfield Services Ltd. (wholly or partly owned) and their respective employees.

Signed..........

Date.....12/2/19.....

Review Date.....12/2/20.....

## Responsibilities

As the employer, you have the overall responsibility for health and safety. You can delegate responsibility for day-to-day task to someone else, e.g. a manager or supervisor. Make sure they keep you informed about health and safety matters: they are still your overall responsibility. You can delegate specific tasks to individuals in your organisation, by workplace area or by topic. Responsibilities should be clearly set so if there are any health and safety concerns, they can be reported to the right person.

Employees also have the legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with you to help you comply with the law.

1. Overall and final responsibility for health and safety is that of

**Philip Meredith**

2. Day-to-day responsibility for ensuring this policy is put into practice is delegated to;

**Graham Parsons**

3. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas;

**Graham Parsons – Unit 1, Unit 2, Unit 7 & Unit 8**

**Matt Honeysett – Transport**

**Matt Honeysett – Construction Sites**

4. All employees must:

- Co-operate with supervisors and managers on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own health and safety;
- Report all health and safety concerns to an appropriate person (as stated in this policy statement).

## Health and Safety risks arising from our work activities

- Risk assessment will be undertaken by;  
Process owners
- The findings of the risk assessments will be reported to Graham Parsons.
- Action required to remove/control risks will be approved by Graham Parsons.
- Graham Parsons will be responsible for ensuring the action required is implemented.
- Graham Parsons will check that the implemented actions have removed/reduced the risks.
- Assessments will be reviewed every Year or when the work activity changes, whichever is soonest.

## Consultation with employees

- Employees representatives are;  
  
Steve Hodges  
Duncan Wingfield  
Melanie Manship  
Murray Couper
- Consultation with employees with employees is provided by;  
  
Graham Parsons.

## Safe plant and equipment

- Graham Parsons (Unit 1,2,7 and 8) and Matt Honeysett (Site) will be responsible for identifying all equipment/plant needing maintenance.
- Graham Parsons (Unit 1,2,7 and 8) and Matt Honeysett (Site) will be responsible for ensuring effective maintenance procedures are drawn up.
- Graham Parsons (Unit 1,2,7 and 8) and Matt Honeysett (Site) will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with plant/equipment should be reported to Graham Parsons (Unit 1,2,7 and 8) and Matt Honeysett (Site).
- Graham Parsons will check that new plant and equipment meets health and safety standards before it is purchased.

## Safe handling and use of substances

- Graham Parsons will be responsible for identifying all substances which need a COSHH assessment.
- Graham Parsons will be responsible for undertaking COSHH assessments.
- Graham Parsons will be responsible for ensuring that all actions identified in the assessments are implemented.
- Graham Parsons will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- Graham Parsons will check that new substances can be used safely before they are purchased.
- Assessments will be reviewed every Year or when the work activity changes, whichever is soonest.

## Information, instruction, and supervision

- The Health and Safety Law poster is displayed on the health and safety notice boards in Unit 1,2,7 and 8.
- Health and safety advice is from Graham Parsons.
- Supervision of young workers/trainees will be arranged/undertaken/monitored by Graham Parsons or Murray Couper.
- Murray Couper is responsible for ensuring that our employees working at locations under the control of other employers, are given health and safety information.

## Competency for tasks and training

- Induction training will be provided for all employees by Graham Parsons.
- Job-specific training will be provided by Process Owners (Unit 1,2,7 and 8)
- Specific jobs requiring special training are;  
Fork truck driving.  
Street Crane (unit 8).  
Glass cutting.  
Wardrobe Fitters
- Training records are kept at unit 1 by Graham Parsons and Murray Couper.
- Training will be identified, arranged, and monitored by Graham Parsons and Murray Couper.

## Accidents, first aid and work-related ill health

- Health surveillance is required for employees doing the following jobs:  
Office employees.  
Managers.  
Profile cutters  
Wood machinist.  
Wardrobe fitters.
- Health surveillance will be arranged by Valerie Galway.
- Health surveillance records will be kept at unit 1 by Valerie Galway.
- The first aid boxes are kept outside factory rest room in unit 1, health and safety board in unit 8 and in the fitter's van.
- The appointed person/first aiders are;  
Matt Honeysett.  
Steve Hodges                      Paul Lange  
Ilian Stanev                         Lewis Giles
- All accidents and cases of work related ill health are to be recorded in the accident book. The book is located at the first aid stations in both factories and wardrobe fitter's vans.
- Graham Parsons is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

## Monitoring

To check our working conditions, and ensure our safe working practices are being followed, we will

- Perform daily safety tours of all factories and regular site inspections.
- Have safe working procedures for all work activities.
- Graham Parsons is responsible for investigating accidents.
- Melanie Manship is responsible for investigating work related causes of sickness absences.
- Graham Parsons is responsible for acting on investigation findings to prevent a recurrence.

## Emergency Procedures

- Graham Parsons is responsible for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes are checked by Graham Parsons (Unit 1,2,7 &8) daily.
- Fire extinguishers are maintained and checked by Complete Fire Protection every year.
- Alarms are tested by Graham Parsons (Unit 1,2,7 &8) weekly.
- Emergency evacuation will be tested every year.
- All main contractor site emergency and evacuation procedures are to be followed.

## Construction Sites

To ensure our safe working practices are being followed, we will

Co-operate with other organisations on construction sites to ensure that they are aware of any risks to their employees and other people posed by our activities, that we are aware of any risks to our employees from their activities, and that we comply with the requirements of relevant legislation

## Management System

To assure these objectives are realized, we have established a Management System incorporating the requirements of ISO45001:2018. The Company will assure the health, safety, and welfare of employees whilst at work in accordance with the Health & Safety at Work act 1974.

The communication of the Management Teams commitment to the management system is via this policy statement, publication of Company Policy, procedures, work instructions, and day to day communications. All employees are encouraged to participate in the development of the management systems, environmental processes and safe systems of work including any relevant improvement projects.

Company policies, objectives and targets are established and reviewed during 'Management Review', upon establishment of the significant environmental impacts, health and safety and environmental initiatives. Objectives and obligations can also be established via legislation changes, periodically by Management directives and meetings, and for specific project works.

Information, training, equipment and supervision will be provided to employees according to task and business needs, in order to perform their duties competently and safely. All personnel shall work with consideration for their own safety and the environment, and others who may be affected by their acts or omissions. All personnel shall work in agreed ways to prevent pollution and reduce environmental impacts.

It is the responsibility of management and employees to understand and apply this policy, associated procedures, practices and project/product specific documentation in all aspects of their responsibility areas and continue to maintain our high standards and reputation. This policy and associated procedures are monitored by internal and external audit and inspection.

This policy is communicated both internally, through notification boards, and externally to other interested parties, via our website, and is communicated to employees and persons working on our behalf.