

HEALTH AND SAFETY POLICY



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HEALTH AND SAFETY POLICY STATEMENT

Health and Safety at Work Act 1974

IMAC Group Ltd

HEALTH AND SAFETY POLICY

It is the policy of our company to prevent accidents and work related ill health from affecting our employees and others in the vicinity of the works by identifying, controlling and managing the risks arising from our work activities.

With particular attention to:

- Provision of safe and healthy working conditions
- Provision and maintenance of safe plant and equipment
- Ensuring that hazardous substances are used carefully
- Provision of adequate information, training and supervision
- Ensuring employee competence
- Consultation with employees on health and safety issues
- Review of this policy on an annual basis

Signed.....

Position.....

Print Name.....

Date.....

RESPONSIBILITIES

Overall and final responsibility for health and safety lies with:

Brian Mc Nicholl ACIOB

Day to day responsibility for ensuring this policy is put into practice lies with:

Brian Mc Nicholl ACIOB

All employees must:

- Co-operate with the company 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

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk assessments will be undertaken to identify all hazards and risks associated with the company's activities. From the Risk Assessment, actions to remove or control the risk will be approved, implemented and reviewed.

Risk Assessments and Manual Handling Assessments will be undertaken by:

Brian Mc Nicholl ACIOB

All relevant employees will be informed about the assessments

Risk Assessments will be reviewed every:

6 Months

Or when the work activity changes, whichever is soonest

CONSULTATION WITH EMPLOYEES

Consultation with employees will be provided by:

- Informal daily dialogue where Health and Safety issues are discussed
- Regular meetings at which staff are encouraged to raise any concerns they may have regarding Health and Safety issues
- Consulting with staff on their views when processes, procedures etc. are to be introduced or changed
- Encouraging an open door policy so that staff can express their concerns and suggest ways of improving Health and Safety standards

SAFE PLANT AND EQUIPMENT

Brian Mc Nicholl ACIOB

Will be the individual responsible for ensuring that:

- All woodworking machinery is properly guarded, tooling and protective devices are in good condition and correctly fitted, braking devices work properly, and local exhaust ventilation is in good order
- All plant, machinery and equipment requiring maintenance is identified and effective maintenance procedures are drawn up
- All identified maintenance, including regular inspection and testing of portable electrical equipment, is implemented
- New plant and equipment meets Health and Safety standards before it is purchased or hired
- Any equipment borrowed or hired in is accompanied by all appropriate maintenance and inspection records

Employees are responsible for ensuring that:

- All plant and equipment (including electrical equipment) is inspected visually prior to its use
- Any defects are reported immediately

SAFE HANDLING AND USE OF SUBSTANCES

All substances requiring COSHH assessments will be identified and assessments will be undertaken to identify all hazards associated with the substance. From the assessment, actions to remove or control the risk will be approved, implemented and reviewed.

COSHH Assessments will be undertaken by:

Brian Mc Nicholl ACIOB

All relevant employees shall be informed about the assessments

Brian Mc Nicholl ACIOB

Will be responsible for checking that new substances can be used safely before they are purchased

COSHH assessments will be reviewed every:

6 Months

Or when the work activity changes

INFORMATION, INSTRUCTION AND SUPERVISION

The Health and safety Law poster is displayed at/ leaflets are distributed by:

Brian Mc Nicholl ACIOB

Health and Safety advice is available from:

Brian Mc Nicholl ACIOB

Supervision of young workers/ trainees will be arranged and monitored by:

Brian Mc Nicholl ACIOB

COMPETENCY FOR TASKS AND TRAINING

Brian Mc Nicholl ACIOB

Will be the individual responsible for:

- Identifying training needs
- Implementing training
- Ensuring records are kept for all training
- Providing job specific training

ACCIDENTS, FIRST AID AND WORK RELATED ILL HEALTH

Employees will report all accidents, near misses and cases of work related health immediately to management, and record the event in the accident book. The accident book is kept by:

Brian Mc Nicholl ACIOB

At:

Office

Brian Mc Nicholl ACIOB

Is responsible for reporting accidents, diseases and dangerous occurrences

First Aid boxes are kept at:

Office and Vans

The appointed First Aider is:

Who is also responsible for ensuring that the First Aid box is checked on a regular basis and restocked as necessary

MONITORING

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

- Check that all employees are aware of the necessary control measures identified in the Risk Assessments
- Check that adequate controls are in place before any new or non-typical task is carried out
- Carry out weekly inspections of the workshop to check that all guards, safe systems of work, PPE, and other Health and Safety measures are in place and being used properly
- Maintain a Health and Safety Log Book, where employees can log any developing Health and Safety problems

Brian Mc Nicholl ACIOB

Is responsible where required for investigating accidents, near misses and work related causes of sickness absence

EMERGENCY PROCEDURES

Brian Mc Nicholl ACIOB

Is responsible for:

- Carrying out fire Risk Assessments, and reviewing them on an annual basis
- Ensuring that where appropriate fire extinguishers are provided and maintained and that means of escape are kept clear at all times
- Testing alarm and evacuation arrangements periodically
- Hot works are monitored to prevent fire and a means of contacting the emergency services is made available

PPE (Personal Protective Equipment)

Brian Mc Nicholl ACIOB

Is responsible for:

- Identifying and issuing PPE
- Inspecting at regular intervals
- Providing adequate storage

Employees:

- Must report immediately any defects and signs of wear and tear to any PPE to management to enable repair or replacement
- Must not misuse or interfere with any equipment provided for their Health and Safety. Failure to do so will lead to disciplinary action

REVIEW

Our policy and procedures will be reviewed as necessary and at least every two years by:

Brian Mc Nicholl ACIOB

ALCOHOL POLICY

This policy has been formulated to help comply with our legal obligations, which include providing a safe place to work for employees and others who may be affected by our activities. We are aware that alcohol consumption before or whilst at work can have serious Health and Safety implications for our employees therefore; this policy sets out our position on alcohol in the workplace.

Whilst the consumption of alcohol is an integral part of many employees' lifestyle, its presence in the workplace is never appropriate. Not only can a small amount affect work performance, but it can also compromise the individual's safety and that of others. Usual side effects include a loss of concentration, impaired judgement, loss of coordination and dexterity. This has implications for all staff, but particularly for those working in a safety critical role. These include, but are not confined to those operating vehicles and machinery or working at height.

For these reasons, all members of staff are forbidden from bringing alcohol onto company premises for the purpose of consumption during working hours, including lunchtimes.

If an employee comes to work whilst under the influence of alcohol, or consumes alcohol on the premises in breach of this policy, it will result in disciplinary action being taken. We retain the right to summarily dismiss on the grounds of gross misconduct.

We understand that there may be circumstances where an employee has an alcohol related problem that requires specialist help, so it is our intention to treat these cases sympathetically.

WORKPLACE DRUG POLICY

In compliance with regulations, this policy has been drafted to highlight our position on drugs in the workplace. We recognise that illegal drugs are widely available and they can have fatal consequences, especially when consumed in the workplace and we are aware that, whilst not developing an addiction, many people today take illegal drugs recreationally.

Many drugs influence an individual's health and compromise not only their own safety but also those around them. Drugs can cause serious side effects such as loss of concentration, forgetfulness, confusion and loss of coordination and dexterity. This leads to potentially fatal results especially to those operating machinery, working at heights and driving vehicles.

Due to these risks we are committed to a drug free workplace where all illegal substances are forbidden within working hours. We understand that we have no right of control over our employees' personal lives but we will actively encourage compliance with our drug policy and try to ensure that our employees adhere to it not only within working hours but also in their private lives.

Any breach of this policy will result in immediate dismissal due to gross misconduct.

We understand that there may be circumstances where an employee may have a drug related problem and we will treat such cases sympathetically and fairly.

EQUAL OPPORTUNITIES POLICY

IMAC Group Ltd. is committed to a policy of equal opportunities within its employment practices and intends to ensure that no actual or potential job applicant or staff member is discriminated against directly or indirectly on the grounds of gender, marital status, disability, race, creed, political status, community background, age, dependants, sexual orientation or trade union membership. Each person shall have equal opportunity for employment, training and advancement on the basis of ability, qualifications and performance.

All members of staff are responsible for compliance with this policy and for reporting breaches of it. We encourage staff at all levels to examine their attitudes in order to ensure that no trace of discrimination is allowed to affect their judgement.