



## **IM02C OH&S Policy**

*(ISO45001: 2018; Clause 5.2)*

Seven Ways have established this Occupational Health and Safety policy to be consistent with the purpose and context of our organisation.

It provides a framework for the setting and review of objectives in addition to our commitment to satisfy applicable regulatory, legislative and other requirements as well as our commitment to continually improve our management system.

We are committed to safeguarding the Health, Safety and Welfare of all its employees by providing a safe and healthy environment for all persons affected by the Company's operations.

As a responsible employer we believe that effective Health and Safety practices contribute directly to the better performance of the Company as a whole.

Our aims are not simply to comply with Health and Safety legislation but to attain higher standards through the adoption of recognised good practices and to provide industry leadership through our Health and Safety performance.

The Directors and Management Team is fully committed to achieving this through a programme of continuous improvement, positively promoting a proactive approach to accident and ill-health prevention.

The Directors and Management Team have the ultimate responsibility for the Health & Safety Policy and has appointed an HSE Consultant with responsibility for advising and informing the Directors on Health and Safety matters.

The Directors and Management Team recognises that the principal means for adequate accident prevention is the development of a safe system of work.

The Company has therefore produced systems and procedures for designing safe systems of work for all aspects of its principal activities which have been identified as high risk. All levels of management and operational staff are required to comply with the Company's safety rules and procedures and to contribute to their further development

The Directors and Management Team also recognise that co-operation and consultation at all levels is essential in promoting a positive Health and Safety culture and the Company has developed systems for an HSE communication on Health and Safety matters.

In order to achieve the above principles, the Company has put in place the resources and developed in-house systems to achieve the following aims:

1. To execute Company operations without harm to personnel, equipment or the environment.
2. To monitor new developments and existing compliance with all relevant legislation approved codes of practice and the Safety Policy as a minimum and to continually improve the performance standards specified.
3. To make Health and Safety an integral part of the management of the Company.
4. To provide premises, plant, substances at work and places of work that are safe and without risk to health and safety, and without risks to the welfare and mental health of all the Company's employees.
5. To carry out our operations with due regard for the health and safety of non-employees, and to provide them with prescribed information regarding those operations which may affect their health and safety.
6. To ensure employees take reasonable care for their own and others' safety; are competent; and appropriately trained to meet individual responsibilities and needs
7. To involve and consult with employees and where appropriate their representatives to effectively communicate with them on health and safety matters.
8. To sustain and develop this Policy by the implementation of an accredited health and safety management system.
9. To review the Safety Policy on an annual basis and implement appropriate improvements.
10. To bring changes to the Safety Policy to the attention of all employees and interested parties.
11. We are committed to comply with applicable legal requirements and with other requirements to which the organisation subscribes that relate to its OH&S hazards.
12. Consulting and participating with workers, and where they exist, workers representatives on OHS&S issues.

This policy is available to all interested parties as well as being made available to the wider community through publication on our Company Notice boards and Website.

Signed: 

Date: 01/04/2019

**Stephen Wilson- Director**



## **Specific Responsibilities**

The overall and final responsibility for Health and Safety is that of:

Stephen Wilson  
Company Director

Day-to-day responsibility for ensuring this responsibility is put into practice is delegated to:

Amy Heywood  
Operational and Customer Service Manager

Sarah Oldham  
Finance Manager

## **Procedures**

Responsibilities of Employees & Others

All our employees and others must:

Comply with this Health and Safety Policy.

Fully observe the Safety Rules.

Report any safety hazard within their work area or malfunction of any item of equipment to management.

Fully conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others.

Dress appropriately for their working environment or occupation.

Conduct themselves in an orderly manner in the workplace and refrain from any form of horseplay.

Use all safety equipment and/or protective clothing as provided.

Avoid any improvisations of any form, which could create an unnecessary risk to their personal safety and the safety of others.

Maintain all equipment in good condition and report any defects to management when they occur.

Report all incidents, accidents and near misses to the director responsible for the day to day management of Health and Safety whether the injury is sustained or not.

Attend as requested any training course designed to further the needs of Health and Safety.



Observe all laid down procedures concerning processes, material and substances used.

Observe the fire evacuation procedure and the position of all fire equipment and exit routes.

## **Communications & training for Employees & others**

All employees and others shall receive the necessary training, instruction and information as appropriate, to enable them to carry out their job role in compliance with Health and Safety legislation and Best Practice.

This will include regular staff updates as well as formal safety training. Records of any training provided will be held on file.

All contractors, clients and other recognised stakeholders have been informed of our commitment to Health and Safety and have access to these policies via our website. If at any time in the future, there are any major changes to our provision all contractors, clients and other recognised stakeholders will be informed of the changes.

## **Consultation with Employees & others**

All employees and others are fully consulted on all matters which affect the Health, Safety and Welfare whilst in work.

In addition to formal Health and Safety training, regular staff updates are provided to employees and others which may cover changes in legislation, the introduction of new work processes, systems of work and/or new work equipment. Written information, i.e, leaflets, guidance information etc is also provided.

When undertaking Risk Assessments, employees and others who are affected are consulted throughout the process.

## **Workplace**

Any ill health symptoms thought to be connected to the workplace or work activities should be reported as soon as possible to the responsible person. Establish any underlying causes that could be attributed to any workplace or work activities. Suitable actions will be put in place to support any established or on-going issues.

Any workplace hazards identified by employees should be reported as soon as possible to the responsible person. An investigation will be undertaken to confirm those concerns and corrective actions will be put in place.

The employee/s and will be fully consulted with when implementing any corrective actions or if changes in current practices are required.

If the employee is not satisfied with the outcome/action taken they can raise a grievance in accordance with the Grievance Procedure.

## Risk Assessments

Seven Ways Environmental Services has undertaken suitable and enough risk assessments by competent persons of Health and Safety to assess potential risks to all employees, and visitors.

Seven Ways Environmental Services seeks to eliminate, or control risks identified by the risk assessment and to protect employees and visitors from some such risks.

The responsible person has the responsibility for organising risk assessments for Seven Ways Environmental Services.

Risk assessments will include work environment inspections, checklists, questionnaires, work methods.

The findings of the risk assessment will be recorded in writing.

The assessment will be reviewed on an annual basis or if there is a significant change in work methods, staffing, work equipment, work organisation, or accident.

## Information and Training

Seven Ways Environmental Services provides comprehensive, relevant and adequate information and training on Health and Safety matters.

Information is provided on any risks identified by assessments and the measures to prevent or protect against these risks.

All employees are provided with adequate Health and Safety training when:

- a) they are recruited.
- b) exposed to new or increased risks.
- c) there is a transfer of job or new responsibilities.
- d) new equipment is introduced.
- e) a new system of work is introduced.

6.4 Health and Safety training will be organised and co-ordinated by the responsible person.

6.5 Training will include information on:

- a) Health and Safety risks.
- b) Reporting procedures.
- c) Emergency procedures.



## **Welfare at work**

Seven Ways have a duty to provide adequate and appropriate welfare facilities to their staff.

Our rented offices provide enough toilets to cater for the number of staff.

There is also a kitchen where staff can prepare and eat their lunch if they choose too.

Clean drinking water is provided via a water-cooling system.

All staff members have a 30-minute lunch break and two further 15 minutes, one in the morning and one in the afternoon.

## **First Aid and Accident Reporting and Recording**

Seven Ways seeks to ensure best practice in relation to first aid and accident reporting.

The arrangements that Seven Ways has in place is to provide an adequate and suitable first aid facility and to ensure adequate accident reporting and recording are as follows:

First aid facilities will be made available to all employees and visitors to the Seven Ways premises.

Seven Ways will provide a first aid box to all qualified first aiders and appointed persons.

All premises will have at least one first aid box.

First aid boxes will be clearly marked and recognisable and kept in an easily assessable place.

The contents of the boxes must only be administered by trained first aiders.

The contents of the boxes should be replaced as soon as possible after use by first aiders.

All accidents, incidents or near misses will be recorded and held within the Seven Ways accident reporting process.

The process is compliant with the requirement of GDPR.

All accidents, incidents or near misses will be subject to investigation.



## **First Aiders**

Seven Ways provides training for first aiders by an appointed competent training company.

Seven Ways, although being low risk provides more than the expected standard of first aid cover.

The responsible person will keep a written record of the dates on which first aiders obtain their certificates and will ensure that refresher training is provided after three years. Employees will be supplied with the details of first aiders.

### **APPOINTED PERSONS**

#### **NAME(S):**

**Stephen Wilson - Director (Responsible Person)**  
**Amy Heywood - Operations and Customer Service Manager**  
**Sarah Oldham - Finance Manager**

## **Manual Handling**

As an office-based business manual handling operation will be assessed to determine risks to those engaged in various activities.

Control measures will be put into place to eliminate the risk where possible.

Training will be provided where required and annual toolbox talks are held for existing employees and new starters.

## **Reporting/Recording of Accidents, Injuries and Near Misses and RIDDOR**

All accidents and injuries will be recorded in the Accident Book. An Accident Book will be kept by the responsible person.

First aid case records and accident book records will be periodically reviewed to ensure satisfactory performance and outcome.

All accidents and injuries will be investigated by the responsible person to evaluate and assess the causes and actions needed.

Any accidents that fall under RIDDOR reporting requirements are actioned within 24 hours. Any RIDDOR reportable accident or incident is followed up by an in-house formal investigation by a competent independent investigator.

Any accident, which is reportable to the Health and Safety Executive as required by the RIDDOR Regulations (Reporting of Injuries, Diseases and Dangerous Occurrence Regulations), will be fully investigated.

Accidents, which result in a Fatality or Major Injury, as defined by the RIDDOR regulations will be investigated immediately.

Accidents, which result in any persons, including members of the public requiring hospital treatment will be investigated within 24 hours.

Any accident, which results in an employee of Seven Ways being absent from work for 7 days or more, will be investigated within 3 working days.

#### Young Persons/Work Experience Placements

Note: The employed also refers to that young person on “placement or work experience”. The management of Health and Safety at Work Regulations 1999 define a young person as someone under the age of 18. As a rule, we generally do not employ anyone under the age of 18.

Seven Ways shall ensure that young people are protected against any risks to their health and safety at work, which are due to their inexperience, immaturity and lack of awareness of risks. As such, a risk assessment will be carried out. The results of the risk assessment will identify work activities, etc involving risks or harm to young people.

All young persons employed by Seven Ways will be given a full induction prior to being allowed on site. At this induction, the safety rules will be fully explained, including emergency procedures, fire procedures, location of first aid box, first aid supplies and the accident book.

## Fire

All employees will receive instruction and training in the procedures to be followed in the event of a fire.

Copies of the fire procedure notice are displayed throughout the premises.

All employees shall be given suitable instruction in basic fire prevention measures.

As part of the fire arrangements, persons have been nominated who are responsible for the fire safety planning/fire precautions, evacuation drills, fire appliance checks, fire alarm tests, recording keeping etc.



**The person responsible for fire arrangements is:  
Stephen Wilson- Company Director**

Note: The head office is maintained and operated by Denbighshire County Council. To this end, the majority of fire safety management is incumbent on them. However, it is acknowledged that Seven Ways Environmental Services has a duty of care to work with Denbighshire County Council is regards to maintaining fire safety within the building.

### **Work Equipment – Portable Appliance Testing**

As an office-based business, Seven Ways have an obligation to carry out, on a regular basis, electrical testing to all electrical equipment.

All electrical equipment will be inspected accordingly to the risk of the item becoming faulty.

PAT Testing is carried out on an annual basis unless otherwise instructed.

When faults are found, use of the equipment will stop immediately until the fault has been fixed.

### **Personal Protective Equipment – PPE**

Making the workplace safe includes providing personal protective equipment where required.

Relevant PPE will be issues to whomever requires such items.

A record of issued PPE is stored on the company system. All staff have a legal responsibility to wear the PPE that has been provided.

### **Safeguarding**

Seven Ways Environmental Services shall ensure that the young and the vulnerable are protected against any risks to their health and safety which are due to their inexperience, immaturity, disability and lack of awareness of risks.



## **Hazardous Substances**

The handling, storage and use of flammable or other hazardous substances must follow the manufacturer's instructions.

They must not be stored with combustible materials.

The Control of Substances Hazardous to Health, known as COSHH regulations requires recognition of hazards and assessment of risk to be reported annually by suitably trained personnel.

This Health and Safety Policy will be reviewed annually.