

This is the health and safety policy statement of

SECURICOMMS LTD T/AS HOFCO

Our statement of general policy is: -

- To provide adequate, suitable and sufficient control of the health and safety risks arising from our work activities.
- To consult 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 to all employees.
- To ensure all employees are competent to do their tasks and to provide adequate training appropriate to their tasks.
- To prevent accidents and cases of work-related ill health.
- To maintain safe and healthy working conditions.
- To review and revise this policy as necessary at regular intervals.
- To request the co-operation of all employees in the organisation to effectively support the management and their respective colleagues – at whatever level - to maintain the course of actions of this stated policy.

Signed: -	Print name: - Ben Mellor.
Date: -	Review date: -

Overall Responsibilities.

The overall and final responsibility for health and safety within the organisation is that of Ben Mellor.

Day to day responsibility for ensuring this policy is put into practice is Ben Mellor.

To ensure health and safety standards are maintained and where appropriate are improved the following also have responsibility.

All employees have to: -

- Co-operate with supervisors and managers on health and safety matters and issues.
- Not to interfere with anything provided to safeguard theirs or others health and safety.
- Take reasonable care of their own health and safety and,
- Report all health and safety concerns to the appropriate nominated person.

Health and Safety Risks Arising From Work Activities.

Risk assessments will be undertaken by Ben Mellor or by our appointed Safety & Health service providers – where instructed.

The finding of the risk assessments will be reported to all employees and contractors who may be affected by the findings. They may also be brought to the attention of others that may be affected by our work tasks.

Action required to removal and/or Ben Mellor will approve control risks.

Ben Mellor will also be responsible for ensuring the action required is implemented.

Ben Mellor will check that the implemented actions have been removed or replaced or controlled.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

Safe Plant, Equipment and Company Vehicles.

Ben Mellor will be responsible for identifying all equipment, plant and company vehicles owned by the company requiring maintenance.

Ben Mellor will be responsible for ensuring effective maintenance procedures are drawn up.

Ben Mellor will be responsible for ensuring that all identified maintenance is implemented.

Any problems found with plant or equipment or company vehicles will be dealt with by Ben Mellor.

Ben Mellor will check that new plant, equipment and company vehicles meet health and safety standards before it is purchased.

Safe Handling and Use of Substances.

Ben Mellor will be responsible for identifying all substances that require a COSHH assessment.

Ben Mellor will be responsible for undertaking all COSHH assessments or by our appointed Safety & Health service providers – where instructed.

Ben Mellor will be responsible for ensuring that all actions and controls identified in the assessments are implemented.

Ben Mellor will be responsible for ensuring all relevant employees are informed about the COSHH assessments.

Ben Mellor will check that any new substances can be used safely before they are used.

Assessments will be reviewed annually or when the work activity changes, whichever is the soonest.

Information, Instruction and Supervision.

The health and safety law poster is displayed at the office location of Securicomms Ltd t/as HOFECO. Leaflets are to be issued by Ben Mellor where appropriate.

Health and safety advice is available from Grove Services (UK) Limited – Occupational Safety & Health Advisers – Lombard Business Park. 8 Lombard Road. London. SW19 3TZ – Jeff Manion CMIOSH, RMaPS, FRSPH, MIIRSM RSP, SpDipEM.

Supervision of young persons / trainees will be arranged by, undertaken by and monitored by Ben Mellor where employed.

Ben Mellor is responsible for ensuring that all our employees working at locations under the control of other employers are given relevant health and safety information.

Competency for Tasks and Training.

Induction training will be provided for all employees & contractors by Ben Mellor.

Job specific training will be provided by Ben Mellor (where applicable).

Specific jobs requiring special training are: -

- Manual Handling.
- Works with legionella.
- Electricity.
- Asbestos awareness.
- Noise.
- Vibration.
- Lifting operations
- Work at height

This list is not meant to be exhaustive.

Training records will be kept at Securicomms Ltd t/as HOFCO office.

Training will be in the future identified, arranged and monitored by Ben Mellor.

Accidents, First Aid and Work Related Ill Health.

Health surveillance if required for employees completing the following works,

- Manual handling.
- Work with some substances.
- Substances causing dermatitis.

Health surveillance will be arranged by Ben Mellor

Health surveillance and health monitoring records will be kept at: -

Securicomms Ltd t/as HOFCO office.

First aid boxes are kept at: -

Securicomms Ltd t/as HOFCO office and mobile units.

All incidents, accidents and cases of work-related ill health are to be recorded in the accident report book. The accident report is kept at the office.

Ben Mellor 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 actively check the work place for signs or evidence of unsafe acts or shortcomings in working procedures.

Ben Mellor is responsible for investigating accidents.

Ben Mellor is responsible for investigating work-related causes of sickness absence

Ben Mellor is responsible for acting on investigation findings to prevent a recurrence.

Emergency Procedures Fire and Evacuation.

Ben Mellor is responsible for ensuring fire risk assessment is undertaken and implemented.

Escape routes are checked weekly. Fire extinguishers are maintained and checked at least once per annum.

Emergency evacuation procedures will be planned to be completed annually on a formal basis.

Supporting Codes, Standards, Publications & Specifications

We understand that there is various applicable health and safety legislation necessary for compliance with our duties of care. Some are listed below, the list is not meant to be exhaustive.

Act of Parliament.

- Health and Safety at Work etc Act 1974

Regulations.

- Health and Safety Injuries (Procedure) Regulations.
- Social Security (Claims and Payments) Regulations.
- Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR).
- Construction (Design and Management) Regulations.

- Health and Safety (Safety Signs and Signals) Regulations.
- Management of Health and Safety at Work Regulations and Amendments.
- Provision and Use of Work Equipment Regulations.
- Lifting Operations and Lifting Equipment Regulations.
- Manual Handling at Work Regulations.
- Workplace (Health, Safety and Welfare) Regulations.
- Personal Protective Equipment at Work Regulations.
- Health and Safety (Display Screen Equipment) Regulations.
- The Control of Asbestos Regulations.
- The Control of Substances Hazardous to Health Regulations.
- Control of Vibration at Works.
- Work at Height Regulations
- Workplace (Health, Safety and Welfare) Regulations

Other.

Regulatory Reform (Fire Safety) Order 2005.

These listings are not meant to be exhaustive.