



Select Engineering Services LTD

EST. 2001

AUTOCLAVE SPECIALISTS BASED IN Bolton, Lancashire.

QA1
**SELECT ENGINEERING SERVICES LTD
(SES)
HEALTH AND SAFETY POLICY**

CONTENTS

	PAGE
1. POLICY STATEMENT	3
2. RESPONSIBILITIES OF MANAGEMENT	4
2.1 AUTOCLAVE SERVICE MANAGER	4
2.2 HEAD OF PERSONAL SERVICES/HEALTH & SAFETY MANAGER	4
3. ALL EMPLOYEES	5
3.1 FIRST AID	6
3.2 PERSONAL PROTECTIVE EQUIPMENT/CLOTHING	6
3.3 TRAINING	6
3.4 HAZARDOUS SUBSTANCES	7
3.5 HOUSEKEEPING	7
3.6 ACCESS/EGRESS	7
3.7 INFORMATION	7
3.8 PROCEDURES FOR SERIOUS AND IMMINENT DANGER	7
3.9 WORKPLACE INSPECTIONS	7
3.10 ACCIDENTS, DANGEROUS OCCURRENCES, DISEASES AND INCIDENTS	8
3.11 RISK ASSESSMENT	8
3.12 STAFF OF OTHER EMPLOYERS	8
3.13 DISCIPLINARY PROCEDURE	8
3.14 GRIEVANCE PROCEDURE	8

1. **POLICY STATEMENT**

Select Engineering Services Ltd (SES) is firmly committed, in so far as is reasonably practicable, to achieving and maintaining high standards of health and safety in respect of:

- employees;
- contractors working on behalf of SES;
- Members of staff or on-site staff who may be affected by the SES activities.

SES is fully aware of its obligations under health and safety legislation and is committed to meeting its demands in relation to:

- Premises and sites of customers;
- Employees of SES visiting site locations;
- Projects in which SES has an interest.

This policy will be distributed to all employees of SES. Any amendments will be issued to all policy holders. It will be regularly reviewed and updated to take account of any new legislation or any suggestion from staff for better ensuring the health and safety of all or any members of staff.

2. RESPONSIBILITIES OF MANAGEMENT

Responsibility for the implementation of the health and safety policy is detailed below.

2.1 Autoclave service manager

The **Autoclave service manager**, Colin Booth, carries overall responsibility for health and safety within the company, particularly in respect of ensuring that adequate resources are available for the implementation of the policy. The Autoclave service manager's responsibilities also include:

- delegating specific health and safety responsibilities to others within the company;
- monitoring their effectiveness in carrying out those responsibilities;
- ensuring that suitable arrangements exist within the Agency for:
- health and safety related information, instruction, training and supervision;
- obtaining competent advice on health and safety matters;
- consulting with employees on health and safety;

2.2 Head of Personnel Services/Health & Safety Manager

To ensure compliance with the objectives expressed in the policy statement, MR C Booth is appointed as SES Health and Safety Manager (HSM). The HSM will report to the Head of Personnel Services, Rachel Booth, on health and safety matters and will be responsible for ensuring that satisfactory arrangements are in place and adhered to for:

- fire precautions – exits and procedures in the event of a fire;
- any other emergency procedures considered necessary;
- ensuring awareness of the general whereabouts of staff;
- first aid materials and first aiders;
- making necessary personal protective equipment available to employees;
- maintaining premises and equipment in a safe condition;

Series:	SESHSP	QA Number	QA1	Issue Date:	27/04/13
Revision Number	3	Revision Date	21/05/2015	Page 4 of 9	

(2.2 Cont.)

- conducting health and safety inspections of premises (in accordance with any agreed site procedures);
- dealing with hazards reported by employees or others;
- ensuring that accidents and incidents involving employees and others are investigated and reported on (in accordance with RIDDOR, site requirements and any agreed site guidelines);
- planning for health and safety training
- developing, conducting and monitoring risk assessments

3. ALL EMPLOYEES

All employees carry a legal obligation to take reasonable care for their own health and safety and for that of others who may be affected by their acts and omissions. As well as including their colleagues, this duty also extends to the care of tenants, visitors, members of the public and staff who may be affected.

Specific responsibilities include:

- reporting hazards found on site;
- reporting their health and safety concerns (including those related to the activities of tenants, staff or contractors);
- reporting accidents and potentially serious incidents (those which they are involved in, witness or become aware of);
- complying with health and safety standards and procedures established by others (e.g. tenants, staff or contractors);
- Drawing attention to the need for specific health and safety arrangements or procedures (or for the improvement of existing ones).

3.1 **FIRST AID**

First-aid provision is managed by Colin Booth. Each first-aid box is controlled by a nominated member of staff who is required to maintain adequate stocks of first-aid materials.

3.2 **PERSONAL PROTECTIVE EQUIPMENT/CLOTHING**

Personal protective equipment/clothing will be provided when adequate control of health and safety risks cannot be achieved by other means. The issue of appropriate equipment/clothing is the responsibility of the Health and Safety Manager. They will also be instructed on the need to use such equipment, when and where it is to be used and procedures for reporting loss/defects and obtaining replacement items. Any on site PPE given to employees or management will be returned on leaving site and will be worn as directed by site staff.

3.3 **TRAINING**

Information on health and safety matters will be given to all employees by the Health and Safety Manager (HSM) during induction. A signed record of this will be held on file by the HSM. Staff will receive appropriate health and safety training, bearing in mind their particular role and duties. Health and Safety Training needs are identified by Colin Booth, Safety Representatives and the HSM, who should seek advice from the Head of Personnel Services in arranging suitable training. The HSM will maintain records of all health and safety training which will include the names of those trained, dates and ensure that such details are put in the individual's personal file.

3.4 HAZARDOUS SUBSTANCES

A policy to ensure compliance with the Control of Substances Hazardous to Health (COSHH) Regulations 1988 will be put in place.

3.5 HOUSEKEEPING

Housekeeping has a key role in accident prevention. Whilst responsibility for monitoring standards fall upon Safety Representatives, all staff have a key role in maintaining work areas in a clean and tidy condition.

3.6 ACCESS/EGRESS

A means of access to and egress from all premises and workstations will be maintained. All staff have a duty to ensure that permanent routes are not impaired by poor housekeeping and Safety Representatives are required to monitor standards in this regard.

3.7 INFORMATION

It is the responsibility of the Health and Safety Manager to ensure that all relevant health and safety information is made available to employees. The location of relevant procedures, assessments, data and operating instructions will be made known to all staff during induction.

3.8 PROCEDURES FOR SERIOUS AND IMMINENT DANGER

It is the responsibility of all SES staff to identify those activities for which it is reasonably foreseeable that personnel could be placed in serious and imminent danger. In all cases it is the responsibility of the SES staff in conjunction with the Health & Safety Manager, to document appropriate procedures to protect health and safety, and instruct all staff in the procedures.

3.9 WORKPLACE INSPECTIONS

It is the duty of all SES staff to monitor adherence to this policy by means of regular workplace inspections.

3.10 ACCIDENTS, DANGEROUS OCCURRENCES, DISEASES AND INCIDENTS

In the event of one of the above, the prime concern is for any casualty. All the above matters occurring as a result of being at work should be reported immediately to the HSM and an accident report form completed. The Health and Safety Manager will ensure that all the above are thoroughly investigated at the earliest opportunity to record the circumstances, establish the cause(s) and identify and implement appropriate remedial measures. All reports and investigations will be held on file and should be copied.

3.11 RISK ASSESSMENT

A documented risk assessment system will be introduced in accordance with the Management of Health and Safety Regulations 1992. These model assessments and generic assessments (for site activities), will be developed centrally by the HSM.

3.12 STAFF OF OTHER EMPLOYERS

Staff of other employers working with or in partner with SES is required to adhere to this policy. This policy will be brought to the attention of relevant employers, who will be expected to monitor the activities of their staff in this regard.

3.13 DISCIPLINARY PROCEDURE

Staff should be made aware that breaches of this policy may be dealt with in accordance with the Disciplinary Procedure.

3.14 GRIEVANCE PROCEDURE

Staff are required to bring to the attention of the HSM, any unsafe condition or perceived shortcoming in health and safety measures. If employees consider that the response of their Manager or Safety Representative is unsatisfactory, reference may be made to the Grievance Procedure.

End

Series:	SESHSP	QA Number	QA1	Issue Date:	27/04/13
Revision Number	3	Revision Date	21/05/2015	Page 9 of 9	