

# Health and Safety Policy



SE Commercial Services

This is the statement of general policy and arrangements for:

**SE COMMERCIAL SERVICES**

STEVEN REID

has overall and final responsibility for health and safety

EMMA MAGINN

has day-to-day responsibility for ensuring this policy is put into practice

Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Steven Reid	<ul style="list-style-type: none"> <li>- Carry out site specific risk assessment prior to commencement of works.</li> <li>- Ensure that detailed method statement is produced prior to undertaking of works.</li> <li>- Ensure that there is an adequate level of supervision for all employees, considering their specific needs.</li> <li>- Ensure employees working at locations under the control of other employers are provided with relevant health and safety information and instruction.</li> </ul>
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Emma Maginn/ Steven Reid	<ul style="list-style-type: none"> <li>- Ensure that all new employees are given training on their specific responsibilities a health and safety induction prior to commencement of work.</li> <li>- Provide ongoing supervision to all employees, quickly addressing any health and safety concerns which may arise.</li> <li>- Ensure that all employees have appropriate PPE for their task.</li> <li>- Ensure all employees appropriate training and up-to-date certification where required.</li> </ul>
Engage and consult with employees on day-to-day health and safety conditions	Emma Maginn	<ul style="list-style-type: none"> <li>- Ensure that all employees are aware that they should raise any health and safety concerns promptly and that they are aware of who to contact.</li> <li>- Consult with employees regularly.</li> <li>- Where possible and appropriate ensure that there is an onsite supervisor with responsibility for Health and Safety.</li> </ul>

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Implement emergency procedures – evacuation in case of fire or other significant incident.	Emma Maginn/Steven Reid	<ul style="list-style-type: none"> <li>- Ensure that Fire and Other Emergency Evacuation Procedures are in place for each site.</li> <li>- Ensure that all staff are aware of evacuation procedures before starting work on each site.</li> <li>- Ensure that emergency plans are tested and improved when required.</li> <li>- Ensure that staff are trained in Fire Safety.</li> </ul>
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Steven Reid	<ul style="list-style-type: none"> <li>- Ensure that staff are supervised regularly and that inspections of their workplace are carried out. If/ when issues arise they should be addressed by management promptly.</li> <li>- Ensure that workplace incidents are recorded, investigated and appropriate action taken where necessary.</li> <li>- Ensure that the least harmful substances are selected for each task and ensure that it can be stored and used safely.</li> <li>- Carry COSHH assessments are carried out when using controlled substance and that assessments are stored on each site.</li> </ul>

Signed: * (Employer)	<i>Steven Reid</i>	STEVEN REID	Date: 14.12.2016
Health and safety law poster is displayed at (location)	Office		
First-aid box is located:	Office and on-site		
Accident book is located:	Office and on-site		