HS&E Policy

Applies to	All employees, workers, apprentices, contractors, interns, volunteers and job applicants
Policy owner	Managing Director
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SECTION ONE

Introduction

This policy details arrangements for the management of Health, Safety and Environmental risks across Anstey Horne. Anstey Horne operations cover a range of services for clients, centering on fire protection, air conditioning, ventilation, heating, plumbing and solar panels. During their role, the Anstey Horne team will carry out their work using predominantly in-house resource, but also makes use of sub-contracted staff. Anstey Horne will take all reasonable steps to ensure that its activities do not place the health and safety of its employees, subcontractors or any third parties at risk. Furthermore, Anstey Horne will take all reasonable steps to ensure that its activities do not cause harm to the environment and meet all the applying regulations. Anstey Horne acknowledges its obligations in all cases, including residual liability where sub-contractors or third parties are employed and will use due diligence to ensure that they adhere to our standards.

This policy document is intended to detail where accountability and ownership lie in the management of Health, Safety and Environmental risks across Anstey Horne. It is also intended to explain the organisation of resources to meet health, safety and environmental management responsibilities and also the arrangements in place to implement the policy. This policy is to be viewed as a key pillar of the Anstey Horne corporate strategy.

Commitment

As the senior executive responsible for Health, Safety and Environmental management, I affirm that it is our policy to ensure the health, safety and welfare of all our employees while at work; in addition we accept that we have a duty of care to employees of our sub-contractors, as well as to our clients' staff and to any other persons who may be affected by our work activities such as members of the public. It is also our policy to fully comply with all applicable legal requirements and with all other requirements from relevant accreditation bodies, which relate to our Health, Safety and Environmental risks. Furthermore, we undertake to influence, as far as reasonably practicable, the legal compliance of our clients with respect to Health, Safety and Environmental regulations. Our employees, sub-contractors and consultants are to use the utmost care to achieve compliance.

I require every member of the Anstey Horne team to share my commitment by:

- Health and Safety should never be compromised for other objectives.
- Raising Health, Safety and Environmental quality standards.
- Reducing workplace risks.
- Reducing the carbon footprint of our activities.
- Preventing pollution.
- Increasing the sustainability of our operations.
- Following a process of continual improvement in managing the Health, Safety and Environmental risks of our business.

Health, Safety and Environmental risk management is to be viewed as an integral function of our business risk management activities and will be resourced adequately. An integrated Risk Management System (covering Health, Safety and Environmental risks) will be established to meet our needs, and all staff, whether Anstey Horne employees, or sub-contractors must co-operate fully in raising standards through continual improvement of risk management performance.

Health, Safety and Environmental Strategy/Key Risk Management Objectives

Our **Health, Safety and Environmental Strategy** is to manage the Health and Safety risks and Environmental impacts inherent in our business and, through a process of continual improvement, raise our standard of performance.

Our **Key Risk Management Objectives** are:

- To ensure compliance with applicable legal requirements and all other requirements from relevant accreditation bodies.
- To manage the Health, Safety and Environmental aspects of our activities, setting targets as appropriate.
- To regularly review Anstey Horne' s Health, Safety and Environmental performance and monitor progress towards our objectives.
- To maintain an effective Health, Safety and Environmental management system, maintain safe and healthy working conditions, maintain safe plant and equipment, work to safe methods and procedures and ensure the provision of safe materials.

- To reduce energy consumption; to reduce the amount of waste at source and increase the percentage recycled; to conserve water supplies.
- To develop the Health, Safety and Environmental skills base in order to achieve a culture of continual improvement.
- To procure goods and services from suppliers and sub-contractors who share our vision of responsibility and sustainability.
- To influence our clients in the adoption of safer, healthier and more sustainable approaches to their business.

Organisation and Key Responsibilities

As Chief Executive of Anstey Horne, I am ultimately responsible for all Health, Safety and Environmental management matters within the organisation. The Board has appointed a QHSE Manager as the Board's representative with specific responsibility for health, safety and environmental management at a strategic level. Health, Safety and Environmental responsibilities and authority are delegated to the Managing Director of each Business Unit, including the subsidiaries and work streams under their control. A Health, Safety and Environmental Committee will be established across the organisation to monitor the implementation of this policy and its integration.

The Board has appointed a Health, Safety and Environmental specialist to advise on the content, execution and review of this policy. This role is titled Anstey Horne' s QHSE Manager and is also responsible for: monitoring the integration of Anstey Horne ' s policies; developing the overall Risk Management System; monitoring Health, Safety and Environmental performance; maintaining the system for Health, Safety and Environmental assessment; developing the training strategy; audit of the Risk Management System and review to confirm its appropriateness to the Business.

Day to day responsibilities for Health, Safety and Environmental management rest with each employee, sub-contractor, or any other representative of Anstey Horne. These responsibilities follow the line management structure. I hold each manager responsible for the Health, Safety and Environmental management arrangements within their Business Units. Each manager is to ensure that local policy and procedure is congruent with the requirements of this policy document and our Risk Management System. Implementation and monitoring of the practical application of Health, Safety and Environmental management practices and procedures is a fundamental responsibility of each manager. Our duty of care requires managers, supervisors, employees, and sub-contractors to take ownership of potential risks and implement appropriate remedial action. Specific risk management responsibilities across Anstey Horne are summarised below (greater detail is provided in Part Two):

Position		Responsibilities
Chief Executive	-	Ultimate responsibility for Health, Safety and Environmental management arrangements.
Director - QHSE Compliance	-	The Board's representative responsible for Health, Safety and Environmental matters. To implement the Risk Management System, to support Business Units in their arrangements, to advise the Main Board on legislative changes. Chair the Health, Safety and Environmental Committee.
Managing Director	-	Responsible for the implementation of Anstey Horne Policy across the Business Unit under their control. Responsible for monitoring health, safety and environmental performance across their operations and for reporting results against agreed KPIs. Ensure that all subgroups within their Business Units are represented on the Anstey Horne Health, Safety and Environmental Committee.
Line Directors and Supervisors	-	Responsible for the health, safety, and welfare of the staff/contractors under their control, as well as for preventing pollution and environmental harm.
Health, Safety and Environmental Committee	-	Development of management strategy, key objectives and KPIs. Review and preparation of policy and operational procedures.

Employees	-	To risk assess activities, develop safe systems and work in accordance with them. To communicate issues of concern with regard to Health, Safety and Environment. To co-operate fully with client's risk management arrangements and site-specific requirements.
Sub-contractors	-	To risk assess activities, develop safe systems and work in accordance with them. To communicate issues of concern with regard to health, safety and environment. To co-operate fully with both Anstey Horne and its client's risk management arrangements and site-specific requirements.

A table detailing full health, safety and environmental accountabilities and responsibilities is in section two.

Practical Arrangements

To implement this policy a number of practical arrangements are to be made within the Risk Management System. These arrangements will contain the necessary guidance, templates, and forms to enable managers at all levels to meet their responsibilities. These arrangements relate to (amongst others):

- Identification of health and safety hazards and assessment of risks.
- Identification of environmental aspects and quantification of environmental impacts.
- Health, Safety and Environmental management procedures.
- Training.
- Communication of Health, Safety and Environmental information.
- Health, Safety and Environmental performance reporting.
- Emergency management arrangements and contingency planning.
- Accident/incident reporting and investigation.
- Maintenance of plant, equipment and building fabric.
- Legislation, regulations and guidance applicable to Anstey Horne.
- Management of contractors.
- Procurement of goods and services.

All managers, staff and sub-contractors are expected to understand and apply these arrangements to the activities which are under their control, or over which they may exert influence.

Policy Reviews

This Policy will be revised at least annually, or as required in the light of structural or organisational changes and developments.

SECTION TWO

Organisational Responsibilities

Chief Executive

- Overall responsibility for Anstey Horne's Health, Safety and Environmental policy and its achievement in practice.
- Responsibility to ensure that sufficient resource, financial, technical, and human is provided to achieve Anstey Horne's objectives.
- Direct a program of recorded annual reviews of the Health, Safety and Environmental performance.
- Ensure that the necessary insurance policies are in place.
- Chair the Executive Health, Safety and Environmental committee at least quarterly.
- Ensuring that Health, Safety and Environmental activities are incorporated into the business decision making process.

Directors of Business Units

- Maintain a sufficient awareness of Anstey Horne 's health and safety policy appropriate to individual responsibility.
- Effectively communicate the objectives of the health, safety and welfare policy to fellow directors.
- Actively support fellow directors in the effective and timely implementation of Anstey Horne 's Environment, Health and Safety Management Control System.
- Assign responsibilities for health, safety and welfare matters to those persons identified in the Environment, Health and Safety Management Control System.
- Ensure those persons allocated health, safety and welfare responsibilities are competent to discharge their duties, commensurate with their individual responsibilities and as defined by Regulation 7 of the Management of Health and Safety at Work Regulations.
- Ensure the ongoing provision of resource to allow for effective and timely health, safety and welfare training throughout Anstey Horne.
- Take appropriate sanctions including implementation of the disciplinary procedure on any Anstey Horne employee at any level for failing to discharge their health, safety and welfare responsibilities satisfactorily or for breaches of a safety rule.
- Monitor the arrangements in place for maintaining effective channels of communication and consultation in order that information concerning health, safety and welfare matters is communicated to Anstey Horne employees.
- Ensure that all remedial and corrective action identified by Health, Safety and Environmental inspections and audits are completed within their jurisdiction.

Managers and Supervisors (Office & Field)

- Maintain effective channels of communication with employees and contractors.
- Provide an adequate supply of safety equipment, assessed against the risk, to all employees who may be at risk of injury or ill health arising from their work activities.

- Periodically check that first aid arrangements are suitable and sufficient.
- Periodically check that fire safety arrangements are suitable and sufficient.
- Verify that hazardous substances in use are assessed and controlled and that employees exposed are made aware of the hazards arising and the controls in place to remove or reduce risk.
- Take appropriate sanctions including implementation of the disciplinary procedure on any Anstey Horne employee at any level for failing to discharge their health, safety and welfare responsibilities satisfactorily or for breaches of a safety rule.
- Ensuring the safety and well being of all employees and other persons on Anstey Horne premises and in the field.
- Implementing the Health, Safety and Environmental policy in their area of responsibility.
- Ensuring that Anstey Horne safety standards are incorporated at the planning stage of any project, whether for a client or not.
- The provision of plant and systems of work that is safe and free from risks to health.
- Arrangements for ensuring the safety and absence of risk to health in connection with the use, handling, storage and transport of articles or substances.
- The provision of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of all employees.
- The regular maintenance of equipment and machinery to ensure working conditions that are safe and free from risk to health of any place of work under the Management's control.
- The provision of a working environment that is safe and free from risks to health with adequate facilities and arrangements for the welfare of employees at work.
- Taking action to control any risks identified and brought to their attention by employees.
- To ensure persons who are employed are competent in the work for which they are engaged.
- A duty of care to ensure that persons NOT in the Anstey Horne 's employment are not exposed to any risk to their health or safety when visiting or carrying out work within the Anstey Horne 's boundaries of work.
- Making regular safety inspections of the workplace with employees to ensure safe working conditions and practices are maintained.
- Completing risk assessments and monitoring work processes and procedures.
- Following accident/incident reporting procedures.
- Improving and updating personal knowledge of Health, Safety and Environmental legislation and practices.
- Reporting to their Business Director, as appropriate, on Health, Safety and Environmental matters which require action at that level.
- Ensure that the accident and incident investigation procedure is completed for any accident, incident or reported near miss in their area of responsibility and the root cause identified.
- Maintain a current set of Health, Safety and Environmental instructions and procedures relevant to Anstey Horne 's business. Ensure that copies of instructions are circulated to every employee who is within his area of responsibility.

- Monitoring the effectiveness of accident and incident investigation procedures and assisting with investigations when necessary. Ensuring accident reports are forwarded to the QSHE Manager.

- Maintain records of Health and Safety training for staff within their area of responsibility.

- Maintain records of Health and Safety inspections and audits and risk assessments within their area of responsibility.

Employees

- Read and understand the Anstey Horne 's Health, Safety and Environmental Policy and discuss with their supervisor or manager any points which require clarification.

- The attainment of adequate health and safety standards in the workplace relies on the co-operation of all employees. It is a statutory duty placed on every employee under current Health, Safety and Environmental legislation to take reasonable care for the health and safety of themselves and of others, who may be affected by their acts or omissions at work.

- Report all accidents, near accidents and incidents, whether accompanied by injury or not, to their immediate Supervisor/Manager.

- Report all hazards to their immediate Supervisor without delay and make suggestions to their immediate Supervisor to improve safety.

- Ensure that Anstey Horne 's guidelines and safe systems of work are followed when working at client's premises, in addition to meeting the client's safety requirements.

- Wear and maintain appropriate personal protective equipment where appropriate and immediately notify their manger of any deficiencies or shortages in personal protective equipment.

- Use safety devices as required.

- Discuss and agree with the clients, at each visit, any precautions that must be taken for their safety and that of others who might be affected by their work.

- Maintain safe working practices on customer's premises.

- Comply with Anstey Horne 's Safety Rules, Risk Assessments, Method Statements, Policies and Procedures.

- Conform to all reasonable Health, Safety and Environmental instructions given.

Director – QHSE Compliance

- Reports to the Chief Executive.

- Will act in an advisory, supporting and monitoring capacity with regard to the management of the Health, Safety and Environment matters.

- Advising on the implications of present and future Health, Safety and Environmental legislation.

- Making recommendations on safety procedures, safe systems of work and equipment to improve health and safety standards in the workplace.

- Advising Directors on the Health, Safety and Environmental training requirements for employees. Co-ordinating and assisting with training arrangements.

- Assisting the work of Health, Safety and Environmental committees and other Health, Safety and Environmental working groups when requested.

- Keeping records of accidents within Anstey Horne and if necessary, forwarding them to the HSE in accordance with the requirements of RIDDOR.
- Encouraging the development of a Health, Safety and Environmental culture within Anstey Horne.
- Circulating information to Directors on legal requirements in respect of Health, Safety and Environmental subjects and issues.
- Keeping up to date with modern developments and techniques and providing a reference point for advice and information on Health, Safety and Environmental.
- Carrying out periodic inspections / audits to ensure training, risk assessment and procedures are in place to comply with Health, Safety and Environmental legislation currently in force.
- Identifying unsafe plant and/or working practices, reporting and making recommendations for remedial action on any defects found.
- Assisting in the investigation of accident causes when requested.
- Compiling accident statistics and tendering advice to prevent recurrence.
- Advise on the location of the risk assessments and safe systems of work data base to those persons involved to ensure they are fully aware of the hazards and the controls in place to remove or reduce risk.
- Organise and chair, at least quarterly, the Business level Health, Safety and Environmental committee and arrange meetings.

Actively support the directors and all employees in the effective and timely implementation of Anstey Horne 's Health and Safety Management Control System.

Elected Health, Safety and Environmental Committee Representative

- Shall be elected or nominated for representation within their business unit.
- Collate Health, Safety and Environmental requirements and issues from the group of employees that they are representing.
- Attend the Health, Safety and Environmental committee meeting when requested to do so by management.
- Bring to the attention of the business unit manager any hazards identified in their area of representation.

Fire Wardens

- On hearing the fire alarm, checking that the section on floor of the premises allocated to them for this purpose is fully evacuated of all persons (visitors and staff).
- Making sure toilets, rest rooms and team rooms, etc. are checked.
- Proceeding to the assembly point, closing fire doors en route and liaising with other fire wardens to ensure the building is completely evacuated.
- On arrival at the assembly areas:-
- Ensuring that persons from their areas of responsibility are accounted for.
- Checking that the premises are fully evacuated and that all persons are accounted for.
- Preventing persons from re-entering the building until informed that it is safe to do so by the senior person

present.

- Notifying the fire brigade of missing persons and the location of and type of fire.
- Assisting in moving persons to another assembly area should it become necessary.
- Monitoring daily updates of staff attendance sheets.
- Carrying out basic safety checks at the start and close of business, and reporting defects to the responsible person.

SECTION THREE

Arrangements

Administrative arrangements, operational procedures and technical standards for Health, Safety and Environment are established. These requirements continue to be developed and are designed to maintain high levels of the health, safety and welfare of employees as well as others who might be affected by Anstey Horne 's activities.

The arrangements and procedures apply to a differing extent across Anstey Horne 's various sites and operations. Therefore, detailed documents setting out this information are always available in electronic format at Anstey Horne sites for easy reference and inspection by employee and others. Employees of Anstey Horne are actively made aware of such information.

Health, Safety and Environmental Management System

The Health, Safety and Environmental Management System provides in depth information and guidance for Directors, Managers, Supervisors and employees. Copies of the Health, Safety and Environmental Management System are available on the Anstey Horne server or on request.

Fire Procedures

Every employee will receive appropriate fire training during induction and once every twelve months on the procedure to be followed in the event of a fire. Fire drills will take place on Anstey Horne premises at least every six months. Fire Action Plans will be displayed on site and employees must make themselves familiar with them and obey these instructions. Fire fighting equipment will be provided in accordance with legal requirements.

Mandatory requirements in respect of no smoking areas, storage rooms, materials, substances and other fire precaution measures will be published and issued. Employees will be required to adhere to these instructions. A Fire Logbook will be implemented and maintained at each site, including records of training, evacuation drills, alarm system maintenance, extinguisher maintenance, fire brigade visits and HSE visits.

The Fire Risk Assessments must be readily available for inspection at all times.

First Aid Facilities

First aid facilities are provided in accordance with the statutory requirements and information on the First Aid facilities available will be given to all employees as part of their induction training. Details of First Aid arrangements and appointed First Aiders are also displayed in the business premises.

Health, Safety and Environmental Training

Health, Safety and Environmental training falls into three categories:-

(a) Employees, office, workshop and field based.
(b) Directors, Managers and Supervisors.
(c) Refresher training as appropriate and at any change of work procedures.

Directors and Managers are responsible for identifying training needs and to make arrangements for the provision of training in their respective areas. The person nominated for safety at each site / field operation has a responsibility for co-ordinating training arrangements at their respective site. The person nominated for safety at each site / field operation has a responsibility to maintain records of training given.

Accident Investigation and Reporting

In compliance with the statutory requirements, the management has made proper arrangements for the investigation and reporting to the appropriate inspectorate and other authorised persons of any accidents, dangerous occurrences, and notifiable diseases The investigation will be carried out by the appropriate Manager. All major accidents/diseases will be investigated by the QHSE Manager or in their absence, senior Manager or Director. The QHSE Manager will retain records and registers of notifiable accidents, diseases and dangerous occurrence investigations for ten years.

Chemical Register

A register of all chemicals and substances used on Anstey Horne site and field operations is held electronically and kept up to date by the QHSE Manager. This is produced to ensure that Anstey Horne complies with the requirements of the current Control of Substances Hazardous to Health Regulations (COSHH).

Before a substance is used at any site or field operation, the person placing the initial order must ensure that proper provision has been made for the transporting, storing and use of the substance and if need be, proper arrangements have been made for its removal as waste after use. Information must be provided to the QHSE Manager to ensure accuracy of Anstey Horne ’s register.

Personal Protective Equipment

Protective equipment is made available or issued on a personal basis as specified under the statutory requirements. Suitable provision is made for the issue, maintenance, repair and replacement of protective equipment. Certain items of personal protection are required to be worn at all times by employees working in defined areas. These areas are defined by the blue and white mandatory safety signs, which show a picture of the required safety equipment and are prominently displayed in the relevant areas. As the wearing of the safety equipment in these areas is a mandatory requirement, employees who fail to wear the equipment will be subject to disciplinary action.

Health, Safety and Environmental Committees

A structure of Environment, Health and Safety Committees is established consisting of Executive, Managers and Safety Representatives, appointed by their colleagues. An Executive Health, Safety and Environmental Committee is established. This committee is focused in terms of providing overall strategic direction and support to Anstey Horne -wide prevention efforts including financial and human resources. The objectives of the committees are to:-

- Assist in the development of Health, Safety and Environmental standards within Anstey Horne.
- Encourage employee participation in achieving high Health, Safety and Environmental standards.
- Participate in the identification of priorities and advise on the implementation of Health, Safety and Environmental procedures
- Committees will meet on a regular basis, at least quarterly or on the introduction of a change in working practices.

Visitors / Contractors

The Management will make proper arrangements to comply with their duties in respect of the health and safety of visitors while they are on Anstey Horne premises, also for contractors working on site. The Management will ensure that contractors working on site are competent to carry out the work safely and that they have included safety measures to ensure protection of the occupants of the premises. Permits to work may be required where contractors are working on Anstey Horne 's premises.

Where necessary, employees will be made aware of the arrangements and their duties in respect of visitors and contractors.

Visits to Clients Premises

Employees visiting client premises may be at risk from activities which are not under their control. Similarly they are confronted with and required to comply with rules and regulations for that site. On arrival at a client site staff must follow the client's reporting procedures prior to commencing work. The client is responsible for advising visiting staff on specific precautions or safeguards required to be followed or necessary when on site.

Disposal of Waste and Recycling of Materials

Anstey Horne operates from one office which covers all personnel throughout the United Kingdom. Potential waste generated from our field operations is returned to this premises by our employees and stored in suitable containers ready for transport. The containers are transported by our recycling sub-contractor back to their Recycling Unit, and a certificate is issued to us. Once here, a dedicated team processes the returned waste products, and it is segregated ready for recycling or disposal as appropriate.

The overall responsibility for environmental management rests with the board of directors but the day-to-day responsibility is delegated through their line management.

Risk Assessment

Within Anstey Horne there exists a wide range of hazards relating to work activities carried out by staff.

These hazards should be addressed locally and minimised by completion of a formal Risk Assessment Form. Managers and supervisors are responsible for ensuring that all activities that pose a significant threat to the health and safety of staff, visitors and contractors in their area are risk assessed.

Risk Assessments are undertaken and updated continually. Line managers, supervisors and individuals must ensure that all tasks undertaken are covered by appropriate Risk Assessments in accordance with the guidance provided from the QHSE Manager

Completed Risk Assessments are reviewed by a competent person every year or whenever the activity, equipment or legislation changes (whichever is sooner).

When on customers sites, a copy of the Risk Assessment is kept with the persons performing the activity and a copy held in the project file.

No work can begin on a new site until a formal Risk Assessment has been written.

Control of Substances Hazardous to Health (COSHH)

All members of Anstey Horne must ensure that all hazardous substances are controlled in accordance with the Guidance Note on the Hazardous Substances. No hazardous substance is to be used under any circumstances without the relevant COSHH Risk Assessment Form, having been put in place.

Welfare Provisions

The welfare provisions at the Anstey Horne office meet all the regulations required.

When members of staff are working on customer premises, they are covered to use their provisions.

Work Equipment

We try to ensure that all equipment used in the course of our business is maintained in good condition, serviced to manufacturer's schedules and is safe to use. The workforce is provided with suitable and sufficient information and training to enable them to use work equipment safely. They must not use equipment unless they have been properly trained in its use, including any safety related devices and guarding.

Staff has been given responsibility for ensuring that equipment issued to or used by them is maintained in good order. They have been told to report any defects or problems to their manager. It is our policy that defective equipment will be withdrawn from use until repaired or replaced.

Where we use equipment, such as pressure vessels and lifting equipment, which requires statutory examination at specified frequencies we make the required arrangements.

All equipment used is logged and copies of inspections and maintenance records are held. Training records are kept on the training matrix.

Work at Height

We have made arrangements to protect the health, safety and welfare of our satff and others against the risks involved in working at height. Wherever possible we avoid work at height. When it cannot be avoided, we consider the risk to our workforce ensuring that we train and instruct them to adequately plan and carry out the work in a safe manner.

Asbestos

When staff are working on customer premises, before work begins, they are trained to ask for the asbestos register. If one cannot be produced then work should not begin. All staff has received asbestos awareness training. Should any member of staff not be sure then they need to obtain advise from the QHSE manager.

Manual Handling

From time to time some employees have to manually handle loads, in such cases we have assessed the risks to their health from this type of work. Where possible we have eliminated the need for manual handling, by providing mechanical handling equipment or by introducing alternative measures. Where we have been unable to do this we have provided work related training and instruction in manual handling techniques and have instructed employees not to attempt to lift items beyond their capabilities.

Control of Contractors

Anstey Horne staff issuing work to contractors must ensure that the working environment will be safe and without risk to health and provide such information, instruction, training and supervision (as necessary) to ensure the safety of the contractors and members of staff who may be affected by their activities.
Contractors must reciprocate by employing safe working practices to ensure that their activities do not give rise to risks to their own or anyone else's health and safety.

Monitoring, Reviews and Auditing of Policies and Procedures

All policies and procedures will be monitored by the QHSE Manager and reviewed annually or before if there is an incident or a change in legislation. The QHSE manager will audit all policies and procedures in line with our accreditation (ISO 9001) and changes will be put to the Anstey Horne board for approval.

The full latest version of all policies and procedures will be maintained on the Anstey Horne intranet site for easy access for all staff members.

A hard copy of all policies and procedures are held in the QHSE managers office

Consultation

We have a duty to consult with our workforce on matters affecting their health, safety and welfare whilst at work. To meet this obligation we have established a process for Managers to consult with Staff about work-related health, safety and welfare issues. We also use this system to deliver simple safety messages and rules through 'one to one' meetings and short training periods.

Display Screen Equipment (DSE)

Some employees are users of display screen equipment. We provide standard equipment and all users are given information about the correct adjustment of the workstation and the correct posture for using it. All display screen users complete a Self-Assessment Questionnaire. Where these identify issues we work to resolve them or seek further advice. We recognise our obligation to provide employees with eye sight tests and corrective spectacles for DSE work if necessary.

Training

For our business to operate efficiently and effectively we need to have a trained and competent workforce. We recruit employees with the specific skills and qualifications appropriate for their job. On starting work they are given induction training, using the induction training pack which tells them about and how to recognise hazards and risks and what they need to do to eliminate, reduce and avoid identified risks. We also provide any additional training that may become necessary. All training is recorded.

Occupational Road Safety

We ensure the safety of our employees whilst travelling by road in the course of our business (and to protect others who might be affected by their actions) from the hazards and risks surrounding occupational road safety. To do this we ensure only authorised and appropriately licensed drivers, use vehicles for work purposes. We also ensure that all vehicles are adequately insured, inspected and maintained.