

Statement of SDH Project Services Ltd Health and Safety Policy

General Statement of Policy & Duties

1.1 Policy Statement

SDH Project Services Ltd recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers and other visitors to its premises under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care.

It is the policy of SDH Project Services Ltd to:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of all personnel employed and anyone affected by our activities.
- Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety.
- Encourage persons on SDH Project Services Ltd activities to co-operate with the organisation in all safety matters; in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory.
- Ensure the provision and maintenance of plant, equipment and systems of work that are safe.
- Maintain safe arrangements for the use, handling, storage and transport of articles and substances.
- Provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their own safety and health.
- Provide specific information, instruction, training and supervision to personnel who have particular health and safety responsibilities (e.g. a person appointed as a Health and Safety Manager or Representative).
- Make suitable and sufficient assessment of the risks to the health and safety of employees and of persons not in the employment of SDH Project Services Ltd arising out of or in connection with the organisation's activities.
- Make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen.
- Provide information to other employers of any risks to which those employer's workers on the organisation's premises may be exposed.
- Co-operate actively with local authorities, statutory and public bodies in the interests of public safety and safeguarding of the environment.
- Develop, continually improve, implement and monitor health and safety policies and procedures appropriate to our business activities.

This policy statement and/or the procedures for its implementation may be altered at any time by SDH Project Services Ltd. The statement and the procedures are to be reviewed in January of each year by the SHEQ department.

1.2 Statutory Duty of SDH Project Services Ltd

SDH Project Services Ltd will comply with its duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of its workers and of visitors to its premises and, in general, to:

- Make workplaces safe and without risks to health.
- Ensure plant and machinery are safe and that safe systems of work are set and followed.
- Ensure articles and substances are moved, stored and used safely.
- Give workers the information, instruction, training and supervision necessary for their health and safety.

In particular, the SDH Project Services Ltd will:

- Assess the risks to health and safety of its employees.
- Make arrangements for implementing the health and safety measures identified as necessary by risk assessment.
- Record the significant findings of the risk assessment and the arrangements for health and safety measures.
- Draw up a health and safety policy statement; including the health and safety organisation and arrangements in force and bring it to the attention of its workers.
- Appoint someone competent to assist with health and safety responsibilities.
- Set up emergency procedures.
- Provide adequate First Aid facilities.
- Make sure that the workplace satisfies health, safety and welfare requirements, e.g. for ventilation, temperature, lighting and for sanitary, washing and rest facilities.
- Make sure that work equipment is suitable for its intended use and that it is properly maintained and used.
- Prevent or adequately control exposure to substances that may damage to health.
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise or radiation.
- Avoid hazardous manual handling operations and where they cannot be avoided, reduce the risk of injury.
- Provide protective clothing or equipment, where risks are not adequately controlled by other means.
- Ensure that appropriate safety signs are provided and maintained.
- Report injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority when required.

1.3 Statutory Duty of SDH Project Services Ltd Employees.

Employees also have legal duties which include the following:

- To take reasonable care for their own health and safety and that of other persons who may be affected by what they do or do not do.
- To co-operate with SDH Project Services Ltd on health and safety.
- To use work items provided by the organisation correctly, including personal protective equipment, in accordance with training or instructions.
- Not to interfere with or misuse anything provided for health, safety and welfare purposes.
- To report at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving the public and participants in activities organised by the organisation.

1.4 Policy for Visitors and Contractors

On arrival, all visitors, including contractors and/or their workers, will be greeted and escorted to the SDH personnel concerned.

The SDH personnel are responsible for ensuring the visitor(s) have read the visitors induction sheet and signed the visitors register for having read and understood the induction. The date and time of their arrival and, before leaving, should further record their time of departure.

The SDH personnel are responsible for the safe evacuation of the visitor from the building during an emergency or arrange help in the event of an accident.

Contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to the SDH SHEQ department who will investigate and report to the Organisation.

Approved by Colin Brown -Director with responsibilities for Health & Safety

Signed: 

Date: : 01 February 2020