



Health & Safety Officials

Health & Safety Policy Statement

This policy is approved for use at:
DBE Ltd
1 Kelvin Park, Dock Road
Birkenhead
CH41 1LT.

General Policy

This statement recognises the companies obligations under the *Health and Safety at Work etc. Act 1974*. In the conduct of its activities, it will implement "absolute" requirements as detailed in relevant statutory instruments; and, in the conduct of its activities, it will, so far as is reasonably practicable:

- Protect the health and safety of its employees and others who may be affected by its activities.
- Undertake appropriate assessments to enable the Company to establish and maintain a safe, healthy working environment.
- Safeguard employees and others from foreseeable risks with regard to health, safety and the environment in relation to existing processes or work systems.
- Seek to eliminate or minimise risks to health or safety before the introduction of new substances, plant, machinery, equipment, or any change to existing processes or work systems.
- Train all employees to carry out their agreed duties safely and to be aware of their responsibilities in respect of health, safety and environmental matters and seek their participation and co-operation in the identification of danger and the prevention of accidents.
- Ensure that contractors are informed of dangers present on the premises and of relevant Company procedures and that they are monitored for compliance with those procedures without detracting from any contractual responsibilities.
- Establish lines of communication with the workforce with the object of creating an awareness of health, safety and environmental issues with particular reference to their responsibilities.
- Maintain a relationship with appropriate organisations to enable changes in legislation, and approaches to health and safety, to be considered and implemented as necessary.

Application

The management of the company will implement this policy to create a safe environment for work and establish high standards of housekeeping, paying particular regard to:

- the provision of a safety statement, allocating responsibilities within the organisation.

- following the “ *Principles of Prevention* “ (set out in Section 19 below) when implementing any preventative and protective measures.
- providing sufficient resources to meet the requirements of health and safety and to support the health and safety plan.
- ensuring that adequate information is available to all persons with regard to the hazards at the Company.
- providing adequate personal protective equipment and training people in its use.
- providing appropriate fire protection, first aid and welfare facilities, and ensuring unimpeded access to and egress from the premises.
- the promotion of effective participation by all employees in health, safety and environmental issues.
- regular reviews of this Policy Statement, which is to be revised annually or whenever significant changes in legislation, work processes, substances, equipment or staff make this necessary.

Responsibilities

The external Health & Safety consultant will take charge of the execution of all health and safety matters relating to the company along with supporting departmental and committee members as listed, this will be director lead at company level.

Other Responsibilities

Departmental Managers: Will take day to day responsibility to ensuring all health and safety advice, guidance and instruction are followed by all staff under their control.

Paul Cairns will take responsibility for completing site visits and ensuring health and safety is followed on sites with a specific role of welfare, support and general safety.

This will include the role of ensuring Risk assessments and method statements have been identified, written, reviewed (with the Health and Safety Consultant) for the tasks and they are specific to the locations staff will be working on. Neil will ensure the teams have received copies of RAM's and they have been understood.

Arrangements of Health & Safety

The company will employ a variety of methods to ensure all employees are aware of, understand the importance of and work to our Health and Safety Policy arrangements. We will adopt the below methods to ensure our Policy aims are reached:

Training: Employees will receive training, on a regular basis which will cover the areas of the business they work in for example:

Manual Handling
Electrical Safety
Safe Driving
Risk Assessment and Method Statement awareness
Safe use of tools / equipment

Training will be provided by various methods such as, external class room based, Online and internal training, such as tool box talks.

Safety signage will be used through the buildings operated by the company, also in vehicles to provide information and instruction to employees to ensure everyone's safety.

Our external Health and Safety company will provide an electronic portal, this will carry Health and Safety information accessible to all employees concerning the company's Health and Safety arrangements.

Risk assessments and Method statements will be used and provided for all activities carried out by the company.

Accident & Incident Investigation

Emergency alarms are situated around the building for use in any emergency, these are situated near all exit doors and internal doors and are in a red colour.

Reporting accidents / near misses or incidents – these are described as any situation where there is a possibility of harm or possible harm or injury to a person during the course of their duties. These forms are available for all staff.

First aiders (as advertised around the building) are always on hand and are fully trained in First Aid at Work.

Our policy is for all near misses and accidents or incidents to be reported through the accident form as soon as possible after the incident, any incident falling under RIDDOR Regulations will be fully investigated and reported online via [Report of an Injury \(hse.gov.uk\)](https://www.hse.gov.uk)

Our external Health and Safety Consultant will also complete an internal investigation which will have a full action plan and recommendations to ensure the incident cannot be repeated or to establish a safe pathway to reduce the risk.

All reportable accidents or occurrences will be completed under the guidance of Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

If required the company's emergency action plan will also be consulted and followed in cases of an emergency.

Welfare Arrangements

Please see Company's Welfare policy.

Signed

A handwritten signature in black ink, appearing to read "John".

Date 13/04/2021

Health & Safety Consultant

Next Review: 13/04/2022