

HEALTH & SAFETY POLICY

5th April 2009



HEALTH AND SAFETY POLICY

To ensure, so far as is reasonably practicable, the health, safety and welfare of our Employees while they are at work and of others who may be affected by their undertakings, and to comply with all the relevant legislation.

To ensure the principles of health and safety are clearly understood throughout Foster Property Maintenance Ltd, we will be committed to:

- Ensuring that there are arrangements put into place for the effective planning, development and review of this health and safety policy;
- ensuring that appropriate systems are developed and maintained for the effective communication of health and safety matters throughout the Company;
- protecting the safety and health of all Employees within the Company by preventing work-related injuries, ill health, disease and incidents;
- complying with relevant health and safety laws and regulations, voluntary programmes, collective agreements on health and safety and other requirements to which the Company subscribes;
- ensuring that Employees and their representatives are consulted and encouraged to participate actively in all elements of the Health and Safety Management System;
- continually improving the performance of the Health and Safety Management System;
- provide the necessary information, instruction and training to Employees and others, including temporary Employees to ensure their competence with respect to health and safety;
- devote the necessary resources in the form of finance, equipment, personnel and time to ensure the health and safety of Employees. Expert help will be sought where the necessary skills are not available within the Company;
- liaise and work with all necessary persons to ensure health and safety, and will also ensure that adequate arrangements are also in place for ensuring the health and safety of visitors.



FOSTER PROPERTY MAINTENANCE LTD


The ultimate responsibility for Health and Safety within Foster Property Maintenance Ltd lies with the Director(s).

- The Director(s) will annually review the Health & Safety policy for continued suitability.
- The Director(s) will review, sign and date the Health and Safety Statement annually, and bring it to the attention of all Employees.

We recognise that safety is the responsibility of everyone and is not just a function of management. Employees will have specific duties and responsibilities to comply with the letter and spirit of the policy. Employees have specific responsibilities to take reasonable care of themselves and others that could be affected by their activities and to co-operate to achieve the standards required.


The Company will in consultation with our Employees and their representatives set out in writing a commitment to ensuring that our health and safety policy will be;


- specific to the Company and appropriate to the nature of our activities;
- concise, clearly written, dated and made effective by the signature of the Director(s);
- communicated and readily accessible to all persons at their place of work;
- reviewed for continuing suitability; and
- made available to relevant external interested parties, as appropriate.

Signature:.....  Date: 5th April 2007

Name: Steven Foster

Position: Director

Reviewed 5th April 2008 - No Changes 

Reviewed 5th April 2009 - No Changes 



SECTION 2

HEALTH & SAFETY RESPONSIBILITIES

Responsibility and Accountability

All Employees, at all levels and functions, are responsible for understanding and carrying out the responsibilities and duties outlined in this procedure.

To enable the allocation of overall responsibility, accountability and authority for the development, implementation and performance of our health and safety management system and the achievement of the relevant health and safety objectives a structure will be established to;

- ensure that health and safety is a line management responsibility which is known and accepted at all levels;
- define and communicate to the Employees of the Company the responsibility, accountability and authority of persons who identify, evaluate or control health and safety hazards and risks and promote health;
- provide effective supervision, as necessary, to ensure the protection of Employees health and safety;
- promote co-operation and communication among Employees of the Company, to achieve compliance with the health and safety requirements of national laws and regulations;
- fulfil the principles of health and safety management systems contained in relevant national guidelines, tailored guidelines or voluntary programmes, as appropriate;
- establish and implement a clear health and safety policy and measurable objectives;
- establish effective arrangements to identify and eliminate or control work-related hazards and risks, and promote health at work;
- ensure the participation of Employees in the implementation of the health and safety policy.



Management Responsibilities

The ultimate responsibility for health and safety rests with the highest level of management, the Director(s). However, responsibilities will be delegated to all levels, identifying those individuals with particular safety responsibilities for their areas of control.

These functions will also include ensuring that:

- A representative is appointed to ensure that the health and safety management system is established, implemented and maintained in accordance with relevant health and safety standards;
- An organisation chart is prepared identifying the management structure throughout the Company;
- Policies are developed and communicated throughout the Company;
- An understanding and awareness of the system is promoted throughout the Company;
- Performance of the management system and any need for improvement is communicated to management;
- Sufficient resources exist to manage the daily operation within the Company;
- Job descriptions are prepared clearly outlining the key tasks to be managed by the individual;
- All Employees are made aware of their responsibilities and these can only be delegated to those with suitable training and competence;

Employees Responsibilities

All our Employees, regardless of position or occupation, have general duties under **Sections 7 and 8 of the Health and Safety at Work etc. Act 1974** and other relevant legislation.

Employees duties will be clearly identified, and will be specific in their nature and clearly understood by individuals.

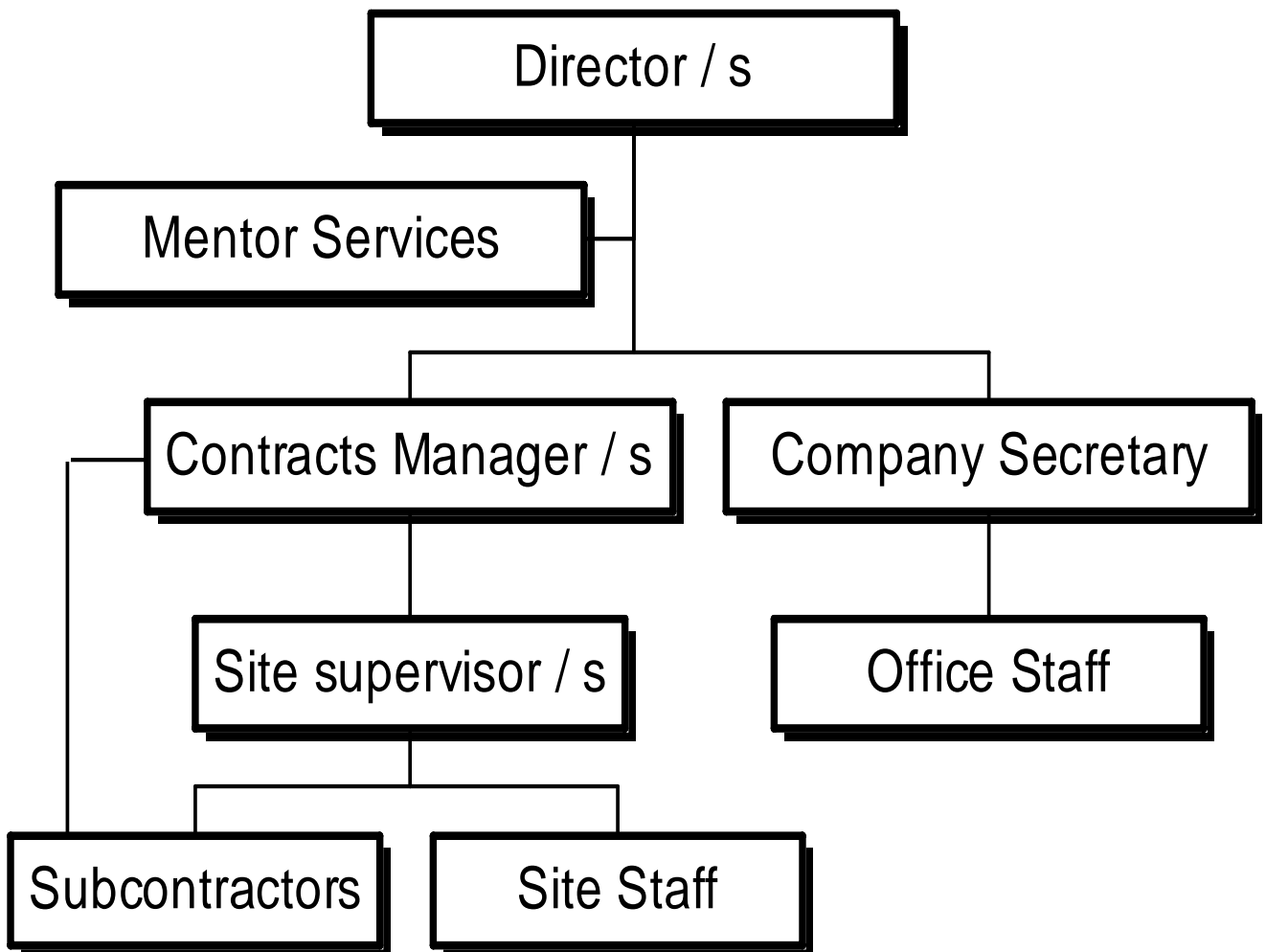
Disciplinary Procedures

It is our policy to discipline those who do not fulfil their health and safety responsibilities adequately. All Employees will be given comprehensible information, instruction and training to ensure that they are fully aware of their duties.

We will not hesitate to instigate disciplinary procedures against any Employees at any level who fail in their responsibilities in respect of health and safety. This will occur even if they have been injured as a result of an accident caused by their own carelessness.



HEALTH & SAFETY ORGANISATION CHART



Assignment of Individuals

In order for the Company arrangements to be effective, individual duties and responsibilities will be clearly identified.

There will be a logical delegation of duties throughout the Company with the Director(s) assuming a policy-making and guiding role with line managers taking a more active part in day-to-day management issues.

The individuals listed below, have been allocated general and specific health and safety responsibilities within our policy.

Responsibilities will fall into two categories:

- **GENERAL RESPONSIBILITIES**

- **SPECIFIC** **RESPONSIBILITIES**



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General Responsibilities

The following individual posts have been allocated general health and safety responsibilities within the terms of our Policy:

- Director(s)
- Contracts Manager
- Supervisor
- Employees

They will also be required to monitor their areas of control as well as the performance and activities of subordinates to ensure that acceptable standards are maintained.

Director(s) is/are responsible for ensuring;

- The objectives outlined within our health and safety management system are fully understood and observed by persons under your control.
- Responsibilities for health and safety are clearly defined and allocated/delegated to the appropriate levels within the Company.
- The Health and Safety Policy is regularly reviewed and amended as necessary and any changes are brought to the attention of all persons under your control.
- They make a commitment to improving health and safety in the Company and demonstrate this by the priority which they give to safety issues, and by their own behaviour
- The health and safety policy is brought to the attention of all Employees under their control, and ensure that they are made aware of all hazards and the means of controlling those hazards



Contracts Manager is/are responsible for ensuring;

- They make a commitment to improving health and safety and demonstrate this by the priority which they give to safety issues, and by their own behaviour
- That Employees are adequately trained, instructed and informed and providing a suitable level of supervision
- That Line Managers carry out their assigned responsibilities and review their performance accordingly
- That Line Managers are properly trained and instructed as to their duties and responsibilities
- That annual action plans for health and safety are drawn up and personal objectives and targets are set
- That the Company policies, procedures are implemented and monitored
- That inspections and audits of their areas of responsibility are undertaken and records of relevant documentation are kept

Supervisor is/are responsible for ensuring;

- They make a commitment to improving Health and Safety and demonstrate this by the priority which they give to safety issues, and by their own behaviour
- The allocation of work is in accordance with the level of training
- That equipment is maintained in a safe condition and defective equipment is reported and taken out of use



- Employees are informed of their responsibilities, encouraged to report accidents, near-misses and defects, and suggest improvements
- Carrying out regular inspections of the workplace and ensuring that correct work procedures are adhered to
- Assisting in the investigation of accidents
- The monitoring of contractors when required

Employees shall;

- Take reasonable care of their own health and safety and that of others who may be affected by their actions
- Co-operate with management to meet the employer's legal duties and work in accordance with Company procedures
- Not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare and refrain from actions (or inactivity) which might endanger themselves, or others
- Demonstrate their commitment by their behaviour and co-operate in the investigation of accidents and incidents
- Use all equipment safely, including that provided for their personal protection and report to management any defects in equipment or other dangers immediately, or as soon as it is safe to do so
- Comply with all safety instructions or procedures and not undertake any tasks that they are not trained for
- Report to management any defects in equipment or other dangers immediately, or as soon as it is safe to do so



Specific Responsibilities

Individual posts have been allocated SPECIFIC Health and Safety responsibilities within the terms of our Health and Safety Policy.

Specific responsibilities have been identified within each operational control procedures by the person ultimately responsible for health and safety.

These have been identified and evaluated from our Risk Management procedures and are listed in Part 3 of our health and safety management system.

They will be required to monitor their areas of control as well as the performance and activities of subordinates to ensure that acceptable standards are maintained.

Health and Safety Assistance

To assist the Company in their undertaking we have appointed The NatWest Mentor Services as Health and Safety Consultants to provide competent advice and guidance.

Communication

The responsibilities identified above shall be communicated to all Employees in line with operating procedure internal and external communication.