

Health and Safety Policy Statement

Metropolitan K9 Services Ltd will comply with its legal duties in order to provide a safe and healthy working environment for its employees and others affected by its activities. It will take positive action to ensure that other contractors, occupiers of premises and members of the public do not have their health and safety adversely affected by the work operations of the company. The only acceptable standard of health and safety and for welfare facilities, will be full and proper compliance with the requirements of legislation. Where it is possible and practical to do so, the company will exceed the minimum requirements of the legislation.

In recognition of the importance that this company place on the engagement and wellbeing of its employees, the company will:

- Provide adequate control of the health and safety risks arising from our work activities.
- Consult with our employees on matters affecting their health and safety.
- Provide maintain safe plant and equipment.
- Ensure safe handling and use of substances.
- Provide information, instruction and supervision for employees.
- Ensure all employees are competent to do their tasks and to give them adequate training.
- Prevent accidents and cases of work-related ill health.
- Maintain safe and healthy work conditions.
- Review and revise this policy as necessary at regular intervals.

Syed Ali Junaid
Managing Director
Metropolitan K9 Services Ltd

Date: 10/01/2018
Review Date: 10/01/2019

Organisation for Health & Safety Management

The overall and final responsibility for ensuring that the health and safety policy is properly implemented and that health and safety standards are achieved and maintained is that of:

Syed Ali Junaid – Managing Director – Metropolitan K9 Services Ltd

Day to day responsibility for ensuring this policy is put into practise is shared with:

Qasim Aslam –Operations Manager– Metropolitan K9 Services Ltd

To ensure health and safety standards are maintained/improved, the following people have responsibility for:

Plant and equipment	Operations Manager
Safety on site	Operations Manager
Day to day safety on site	Operations Manager
Contractor vetting	HR Manager
Statutory notices	Operations Manager
Workers consultation	Operations Manager

All employees have to:

- Co-operate with supervisors and managers on the health and safety matters.
- Not interfere with anything provide to safeguard their health and safety.
- Take responsibility for care of their own health and safety.
- Report all health and safety concerns to an appropriate person.

1.3 Arrangements for Health, Safety and Welfare

Risk Assessments

Positions	Action and/or Control
Operations Manager and skilled individuals.	The company will carry out suitable and sufficient risk assessments to cover all of its work activities. Pre-start risk assessments will be undertaken and recorded. Risk assessments for site based activities will be reviews at appropriate intervals and revised as necessary. Risk assessments for the company office based work activities will be carried out, recorded and reviewed by the office manager at suitable intervals.

Consultation with Employees

Positions	Action and/or Control
Operations Manager	The company will endeavour to fully and effectively consult its employees on matters of health and safety in such a way that upward feedback will be welcomed, evaluated and acted upon where appropriate. Employees' health and safety

	representatives will provide two-way communication between management and employees.
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Safe Plant and Equipment

Positions	Action and/or Control
Operations Manager	The company will ensure that all plant and equipment is suitable for its intended use, well maintained inspected/examined where appropriate and operators are trained in its proper use. Any employee discovering a defect in, or problem associated with, an item of plant or equipment should report the facts to the project manager.

Safe Handling and Use of Substances

Positions	Action and/or Control
Operations Manager	The company will ensure, so far as reasonably practicable, that hazardous substances are handled, transported, used and stored in such a manner that the health of no person is harmed by their presence. All substances which require a COSHH assessment will be identified; an assessment will be undertaken, reviewed and amended as necessary. The project manager will arrange for the safe disposal of residues and empty containers.

Office Safety

Positions	Action and/or Control
Operations Manager	The company will ensure that all work conducted in the company offices including that of external contractors, is carried out without risk to the health and safety of any person. Display screen workstation assessment will be carried out to ensure all staff working safely and health surveillance such as repetitive strain injuries will be routinely carried out.

Welfare Facilities

Positions	Action and/or Control
Operations Manager	The company will ensure that adequate and suitable welfare facilities are provided or made available for all staff. The Operations Manager will ensure that welfare facilities are maintained and kept in a clean and orderly condition.

Transport

Positions	Action and/or Control
Operations Manager	The company will ensure that it operates its transport in a way that does not put the safety of any person at risk. Where it is necessary to transport staff or materials by vehicle, either on or off site, the Operations Manager is responsible for ensuring that proper procedures are followed. That Operations Manager is also responsible for ensuring that company vehicles are maintained in a legal, roadworthy and otherwise safe condition.

Electrical Safety

Positions	Action and/or Control
Operations Manager	The company will endeavour to manage its work activities so that no employee is put at risk by electricity. The contracts manager and project managers are responsible for checking hidden services, checking for underground services, office and on site investigation inspection and testing.

Personal Protective Equipment

Positions	Action and/or Control
Operations Manager	The company will organise, so far as is reasonably practicable, its work activities in such a way that use of PPE is not necessary. However, when it is deemed that PPE must be used, the company will ensure that appropriate PPE is provided and that adequate training in its use and maintenance is provided.

Working at Height

Positions	Action and/or Control
Operations Manager	The company acknowledges that working at height is a major cause of serious injuries and fatalities and will therefore endeavour to ensure that where such work cannot be avoided, it is carried out in a safe manner. The Operations Manager will be responsible for developing safe methods of work, carrying out stationary inspections associated with equipment used for work at height and ensuring that employees who will carry out work at height are suitably and properly trained.

Accidents, First Aid and Work Related Ill Health

Positions	Action and/or Control
Operations Manager	The company will investigate accidents as necessary to establish their root cause and prevent reoccurrence. The investigation will be proportional to the seriousness of the event and its likely implications. All accidents will be recorded and securely stored at the company office. The company will provide sufficient trained first aid staff and equipment to ensure adequate cover at all places where company employees are working. <i>Where an accident falls under the Reporting of Incidents, Disease and Dangerous Occurrence Regulations (RIDDOR), the company will cooperate and notify the HSE within the required time. All staff and operatives have a duty of care to report ALL accidents and incidents no matter how minor to senior management. Our office out of hour's line 02080047665 messages can be left if required and will be followed up the next working day.</i>

Monitoring

Positions	Action and/or Control
Operations Manager	The company will periodically audit the effectiveness of its health and safety management system, in particular adherence to this policy. The findings of these audits will be presented to senior management for review and action. Metropolitan K9 Services Ltd safety management system is designed in line with guidance given in HSG65 – Successful Health and Safety Management.

Emergency Procedures – Fire and Evacuations

Positions	Action and/or Control
Operations Manager	The company will endeavour to ensure that no person is put at risk from the outbreak of fire. Fire risks will be addressed by a risk-based fire and evacuation plan for the company offices and one for each site. The contracts manager and project manager will draft fire and evacuation plan, will decide on range of fire fighting appliances required and suitable locations for them and arranging for annual maintenances. They are also responsible for monitoring effectiveness of emergency evacuation procedures (Fire Drills).

Manual Handling

Positions	Action and/or Control
Operations Manager	The company will endeavour to take all necessary measures to ensure that no employee is injured as a result of a manual handling activity. All activities will be assessed in relation to

	risks from manual handling and where possible automated processes will be used as an avoidance technique. We shall continually keep informed of technological advancement in material use and promote lightweight materials where possible. We shall determine methods of lifting as and when the need arises. Metropolitan K9 Services Ltd will ensure that employees are trained in the correct manual handling techniques and that these techniques are applied.
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Lifting Operations

Positions	Action and/or Control
Operations Manager	The company will endeavour to ensure that no person is put at risk from lifting operations. The contracts manager will ensure that all lifts are planned and that all employees involved in these operations will be suitably trained with adequate experience and knowledge. Plant and equipment involved in lifting thoroughly examined as and when required. Daily and weekly checks on equipment will be carried out by trained employees.

1.4 Review

Positions	Action and/or Control
Operations Manager	A review of this health and safety policy will be carried out periodically but no greater than on year (12 Months from date signed). It will also be reviewed after any serious occurrence or incident in the office or on site, when there is a change in relevant legislation and when there is a change in current procedures which will affect the day to day running of the company.

Syed Ali Junaid
 Managing Director
 Metropolitan K9 Services Ltd

Date: 10/01/2018
Review Date: 10/01/2019