

## HEALTH AND SAFETY POLICY

# Mannings Harlequin Limited

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And is fully supported by them until: 18th October 2014

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# Health and Safety Policy Amendment Sheet

## Record of Amendments

Version No	Date	Index Ref.	Brief Description of Amendment
One	09.12.2005		Original policy issued Complete rewrite of whole document in new style
Two	19.11.2007	Part 1	Added SmokeFree Policy Statement. Amendments to responsibilities for Contracts Supervisor and Assistant Contracts Supervisor and removed responsibilities for Fire Marshal.
		Part 2	Replaced Sections: B, C, E, I, J, O, Q, S and T.
		Guidance Notes	Replaced Sections: B, C, G, H and M. Section I: Replaced Health and Safety Rules. Replaced Sections: J and O.
Three	05.11.2008	Part 2	Replaced Sections B, H, J, Q, S and T Removed Section O
		Guidance Notes	Replaced Sections B,G, H, I, M N and O Removed Section D
Four	24.09.2009	Part 2	Replaced Sections G, H, I, P, S and U
		Guidance Notes	Replaced Sections H and I Removed Section M
Five	15.10.2009	Part 2	Updated Section N – First Aid Requirements
		Guidance Notes	Section N – Added Training Requirements for First Aiders
Six	23.03.2011	Part 1	Changes to Management Structure and Responsibilities
		Part 2	Replaced Sections M, O, Q and T
		Guidance Notes	Removed Section J Added Section M Replaced Sections B, G, H and I Section O: Added Pre Employment Health Screening
Seven	29.05.2012	Whole Document	Change to Company Name
		Part 1	Changes to Management Structure and Responsibilities
		Part 2	Updated All Sections
		Guidance Notes	Updated All Sections

Eight	13.11.2013	13.11.2013  Part 2  Guidance Notes	Changes to Management Structure and Responsibilities  Section B – Updated Risk Assessment Template Section H – Updated COSHH Template Replaced Section N  Updated A002 Health and Safety Advice/Support, N002 Training Requirements for First Aiders and N005 RIDDOR Reporting

Distribution	Purpose of issue	Number

## **INTRODUCTORY NOTE**

This health and safety management system (the policy) is divided into three sections - policy, arrangements and guidance notes.

The '**policy**' section contains the organisation's policy statement together with the health and safety organisation and the responsibilities allocated to individuals.

The arrangements for putting the goals of the policy statement into practice are contained in more specific form in the '**arrangements**' section, which includes procedural flow diagrams and high level guidance.

The '**guidance note**' section contains guidance to be observed and adhered to in the course of the organisation's operations. Such guidance would be applied in conjunction with task and site specific health and safety instructions and documentation pertinent to individual work activities and environments.

## **COMPLIANCE REVIEW**

Mannings Harlequin Limited's health and safety policy shall be formally reviewed annually by THSP for as long as this organisation retains their services. This review shall cover all sections of the policy and shall ensure that:

- a) The responsibilities reflect the current staffing of the organisation.
- b) The arrangements remain unchanged.
- c) The guidance is still applicable.

Additionally, the policy shall be reviewed as necessary to reflect any changes in legislation, appointments or working methods and materials used.

## **SAFETY PROGRAMME**

THSP shall undertake an annual review of the organisation's safety programme to ensure that the organisation is in compliance with the policy. This review shall check that:

1. All the responsibilities allocated in the policy are understood and are being performed.
2. The arrangements set up in the policy are being complied with and remain effective.
3. Records, as required in the policy, are being adequately compiled and retained.
4. All the necessary reports are being prepared and forwarded to the relevant persons within the organisation and the relevant enforcing authorities.
5. Any additional training needs are identified at all levels as appropriate.
6. Accident and incidents records are being monitored in order to identify trends.

The results of the review shall be compiled into a report for the managing director and shall include recommendations of the actions to be taken in order to rectify any non-compliance and improve overall health and safety performance.



**Mannings Harlequin Limited**

**Health and Safety Policy Statement**

In accordance with its duty under Section 2(3) of the Health and Safety at Work etc. Act 1974 and in fulfilling its obligations to both employees and the public who may be affected by its activities; the Directors of Mannings Harlequin Limited have produced the following statement of policy in respect of health and safety.

It is our aim to achieve a working environment which is free of work-related accidents and ill-health and to this end we will pursue continuing improvements from year to year.

We undertake to discharge our statutory duties by:

- Identifying hazards in the workplace, assessing the risks related to them and implementing appropriate preventative and protective measures.
- Providing and maintaining safe work equipment.
- Establishing and enforcing safe methods of work.
- Recruiting and appointing personnel who have the skills, abilities and competence commensurate with their role and level of responsibility.
- Ensuring that tasks given to employees are within their skills, knowledge and ability to perform.
- Ensuring that technical competence is maintained through the provision of refresher training as appropriate.
- Promoting awareness of health and safety and of good practice through the effective communications of relevant information.
- Furnishing sufficient funds needed to meet these objectives.

All employees on their part are encouraged to contribute actively towards achieving a work environment that is free of accidents and ill health.

Our health and safety policy will be reviewed annually to monitor its effectiveness and to ensure that it reflects changing needs and circumstances.

This statement is to be read in conjunction with the responsibilities, arrangements, procedures and guidance that together form the health and safety policy for Mannings Harlequin Limited.

Signed: ..... Date: .....

On behalf of Mannings Harlequin Limited



**Mannings Harlequin Limited**

**SmokeFree Policy Statement**

**PURPOSE**

This policy has been developed to protect all employees, customers and visitors from exposure to second-hand smoke and to assist in compliance with the Health Act 2006.

Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

**POLICY**

It is the policy of Mannings Harlequin Limited that all our workplaces are smoke-free, and all employees have a right to work in a smoke-free environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace and all work vehicles if they are used by more than one person. This policy applies to all employees, customers, consultants, contractors and visitors.

**IMPLEMENTATION**

Overall responsibility for policy implementation and review rests with the Directors. However, all employees are obliged to adhere to and support the implementation of the policy. They shall inform all existing employees of the policy and their role in the implementation and monitoring of the policy. They will also ensure that new employees are given a copy of the policy on recruitment/induction. Appropriate 'No-Smoking' signs will be clearly displayed at the entrances to and within the organisation's premises and in all smoke-free vehicles.

**NON-COMPLIANCE**

Disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with smoke-free law may also be liable to a fixed penalty fine and possible criminal prosecution.

**HELP TO STOP SMOKING**

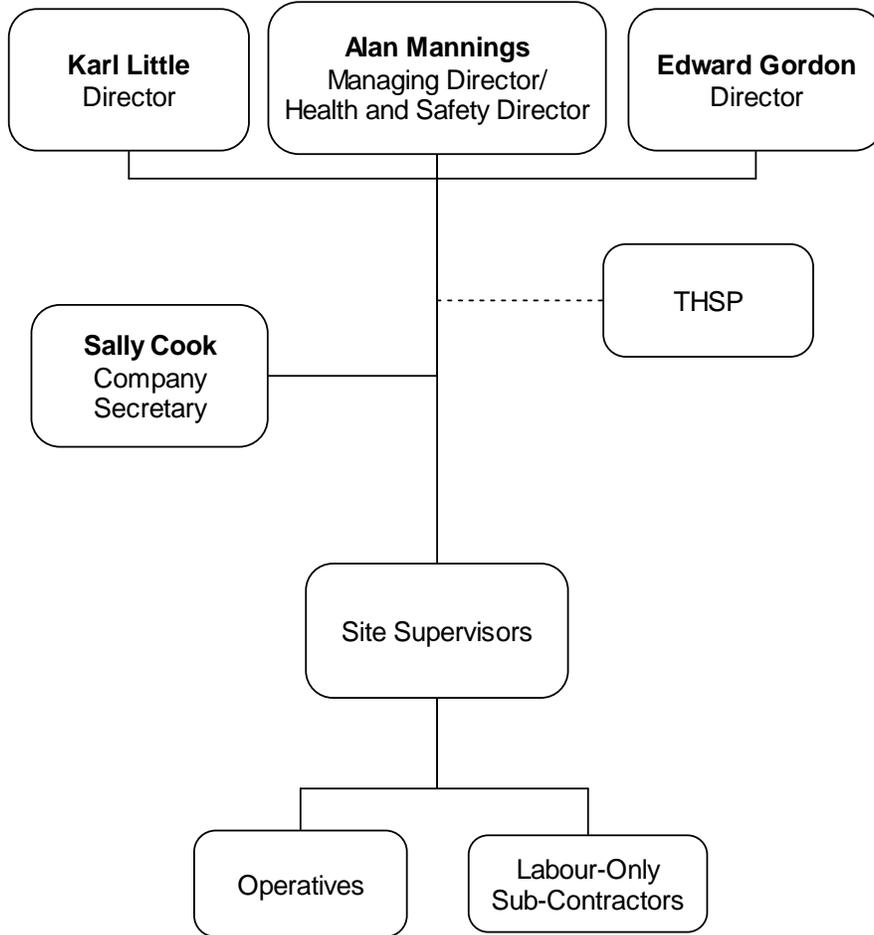
The NHS offers a range of free services to help smokers give up. Visit [gosmokefree.co.uk](http://gosmokefree.co.uk) or call the NHS Smoking Helpline on 0800 169 0 169 for details.

Signed: ..... Date: .....

On behalf of Mannings Harlequin Limited



## Management Structure for Health and Safety





**Alan Mannings - Managing Director/Health and Safety Director, Karl Little and Edward Gordon - Directors**

The **Managing Director/Health and Safety Director and Directors'** health and safety responsibilities are to ensure that:

1. The policy is effectively implemented, monitored, developed and communicated to all staff and that necessary alterations are made to the policy to reflect changes in legislation or organisation development.
2. Suitable and sufficient funds, people and equipment are made available to meet the health and safety requirements of the policy.
3. The appropriate insurance cover is provided and maintained.
4. Procedures are put in place to ensure that all equipment is in good condition, adequately maintained, is suitable for the purpose for which it is used and has any required certificates of inspection or examination.
5. All levels of management and employees understand their responsibilities for health and safety placed upon them by this policy.
6. An effective training programme is established to ensure that all levels of employees are trained and competent to carry out their duties.
7. Senior management recognises its role in providing health and safety leadership in the company and to engage the active participation of workers in improving health and safety through continuous improvement.
8. Procedures are put in place to ensure that planning and control measures are provided to establish safe working methods for situations involving potential hazards.
9. Health and safety objectives are set and their achievement is measured and reported in the management review.
10. They actively lead the implementation of the health and safety policy.
11. Written instructions are provided through risk assessment and safe systems of work to establish working methods, to explain the sequence of operations, to outline the potential hazards and implementation of suitable risk controls.
12. They communicate and consult with staff on issues of health and safety and encourage staff to report hazards and raise health and safety concerns.
13. All accidents, incidents, ill health, dangerous occurrences and other issues concerning safety raised by anyone at work are recorded and investigated such that effective controls can be implemented to help prevent recurrence.
14. Any hazardous substances are stored, transported, handled and used in a safe manner in accordance with manufacturers' instructions and established rules and procedures.
15. Procedures are put in place to ensure that adequate welfare facilities are provided for employees.
16. Where necessary, health and safety rules are developed to meet organisation and legislative requirements.
17. Personal protective equipment is readily available and maintained, and relevant employees are aware of its correct use, storage and procedures for replacement.
18. They set a good personal example by following established health and safety rules/guidelines.

The additional health and safety responsibilities for the **Managing Director/Health and Safety Director** are to ensure that:

1. All reportable injuries, diseases and dangerous occurrences are reported to the relevant enforcing authority.



## Site Supervisors

The **Site Supervisors'** health and safety responsibilities are to ensure that:

1. They understand the organisation's health and safety policy and understand their responsibilities.
2. They actively lead the implementation of the health and safety policy.
3. Adequate welfare facilities are provided and maintained in a satisfactory condition.
4. They communicate and consult with staff on issues of health and safety and encourage staff to report hazards and raise health and safety concerns.
5. Written instructions are provided through risk management and safe systems of work to establish working methods, to explain the sequence of operations, to outline the potential hazards and implementation of suitable risk controls.
6. Hazardous substances are stored, transported, handled and used in a safe manner in accordance with manufacturers' instructions and established rules and procedures.
7. All health and safety rules are followed by all.
8. All equipment within the workplace is maintained in a safe condition, guarded in accordance with the relevant legislation and has the statutory certificates of inspection or examination.
9. Adequate supervision of staff is provided to ensure that they are working safely, including the provision of increased supervision vulnerable groups.
10. Safety training requirements are identified for all members of staff under their control to ensure that those members of staff are competent to undertake their work in a safe manner.
11. Personal protective equipment is readily available and maintained, and relevant employees are aware of its correct use, storage and procedures for replacement.
12. They set a good personal example by following established health and safety rules/guidelines.
13. Their line manager is informed of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.



## **Sally Cook - Company Secretary**

The **Company Secretary's** health and safety responsibilities are to ensure that:

1. They support the health and safety policy.
2. The necessary finance is allocated for the development and maintenance of safe systems of work, which shall include the provision of adequate funds for equipment, training, monitoring the effectiveness of the policy and for the provision of adequate health, safety and welfare of employees.
3. They generally review the organisation's health and safety activities and include a statement regarding health and safety as part of the health and safety management review.



## **Operatives and Labour Only Sub-contractors**

The **Operatives and Labour Only Sub-Contractors'** health and safety responsibilities are to ensure that they:

1. Understand the organisation's health and safety policy, understand their responsibilities and comply with the requirements.
2. Avoid improvisation and only use the correct equipment for the task.
3. Use the correct personal protective equipment as provided.
4. Report all defective equipment and materials, or any obvious safety or health hazards.
5. Take reasonable care not to endanger themselves or other persons through their actions or omissions at work.
6. Warn new employees of known hazards.
7. Refrain from horseplay and follow all health and safety rules.
8. Do not misuse or abuse anything provided under a statutory requirement in the interests of health and safety.
9. Co-operate with the organisation on all aspects of health, safety and welfare.
10. Do not operate any equipment unless they have been fully trained and instructed in its operation.
11. Report all accidents and incidents so that action can be taken to prevent a recurrence.
12. Inform their line manager of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.



## **THSP**

**THSP** have been retained as the Organisation's Safety Advisers and shall:

1. Ensure that the Health and Safety Policy and documentation, as prepared by them, is reviewed and updated as required;
2. Provide a telephone advisory service relating to all aspects of health and safety at work;
3. Carry out site safety inspections, as requested by the Organisation;
4. Provide written reports and assessments for the Organisation subsequent to the inspections;
5. By arrangement, provide an accident investigation service and liaise with the enforcing authority;
6. If requested, assess all method statements prepared by the Organisation;
7. If requested, attend meetings regarding health and safety, on behalf of the Organisation;
8. If requested, provide health and safety training to both management and staff;
9. Ensure that THSP's staff act to reduce imminent danger wherever that may be seen in any area of the Organisation's responsibilities.

