



Health & Safety Policy Statement

Health and Safety at Work etc Act 1974

This is the Health and Safety Policy Statement of

AC Solutions Group Ltd

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our employees and sub contractors on matters affecting their health and safety.
- To provide and maintain safe plant and equipment; to ensure safe handling and use of substances.
- To provide information, instruction and supervision for employees and sub contractors;
- To ensure all employees and sub contractors are competent to do their tasks, and to ensure they receive adequate training.
- To prevent accidents and cases of work-related ill health.
- To ensure that our sub contractors ensure and maintain the quality of health and safety that we demand.
- To comply with health and safety regulations, such as no smoking.
- To ensure our clients are fully aware of our Health & Safety requirements.
- To maintain safe and healthy working conditions; and to review and revise this policy as necessary at regular intervals.
- Management of mental health - support employees mental health concerns to keep business performance healthy - stress management to tackle stress before problems escalate, or prevent them from becoming issues in the first place.

Signed 

Managing Director

Date 17th January 2013



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Responsibilities

Overall and final responsibility for health and safety is that of

Managing Director

Day-to-day responsibility for ensuring this policy is put into practice is delegated to

Site Supervisor

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

Managing Director	Co-ordinate with Staff, Sub contractors and Clients on health and safety issues.
	Vetting of sub contractors to ensure that their health and safety policy is inline with at least our minimum requirements.
	Ensure that Staff and Sub contractors management are competent to carryout/oversee required works in a safe manner.
Site Supervisors	Report any incidents regarding health and safety direct to the Managing Director
	Ensure that Risk Assessments and Method Statements have been produced, reviewed, approved as necessary and read, understood & signed by persons carrying out works
	Ensure that works are carried out in accordance with Risk Assessments and Method Statements.
	Ensure that Staff and Sub contractors are competent to carryout required works in a safe manner.

All employees have to:

- co-operate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).



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Health and Safety Risks Arising from our Works Activities

Risk assessments will be undertaken or reviewed by **Site Supervisor**

The findings of the risk assessments will be reported to **Project Manager**

Action required to remove/control risks will be approved by **Site Supervisor**

Site Supervisor will be responsible for ensuring the action required is implemented.

Site Supervisor will check that the implemented actions have removed/reduced the risks.

Assessments will be reviewed every **Project** or when the work activity changes, whichever is soonest.



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Consultation with Employees and Sub contractors

Employee representative is **Site Supervisor**

Consultation with Employees is provided by **Managing Director**

Sub contractor representative is **Project Manager**

Consultation with Sub contractor is provided by **Managing Director**



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Safe Plant and Equipment

Site Supervisor will be responsible for identifying all equipment/plant needing maintenance

Managing Director will be responsible for ensuring effective maintenance procedures are drawn up

Site Supervisor will be responsible for ensuring that all identified maintenance is implemented

Any problems found with plant should be reported to the relevant **Operative/Site Supervisor/Sub contractor Management and Managing Director**

Project Manager will check that new plant and equipment meets health and safety standards before it is purchased.



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Safe Handling and use of Substances

Site Supervisor will be responsible for identifying all substances which need a COSHH assessment.

Project Manager will be responsible for undertaking COSHH assessments

Site Supervisor will be responsible for ensuring that all actions identified in the assessments are implemented.

Site Supervisor will be responsible for ensuring that all relevant employees are informed about the COSHH assessments

Sub contractor Project Manager will be responsible for ensuring that all relevant sub contract employees are informed about the COSHH assessments

Project Manager will check that new substances can be used safely before they are purchased

Assessments will be reviewed on every project or when the work activity changes, whichever is sooner.



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Information, Instruction and Supervision

The Health and Safety Law Leaflets are issued by **Managing Director**

Health and Safety advice is available from/via **Managing Director**

Supervision of young workers / trainees will be arranged by **Managing Director** and undertaken / monitored by **Site Supervisor**

Project Manager is responsible for ensuring that our employees working at locations under the control of other employers are given relevant Health and safety information.



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Competency for Tasks and Training

Induction Training will be provided for all employees by **Managing Director**

Job specific training will be provided by **Site Supervisor**

Training records are kept by **Head Office**

Training will be identified, arranged and monitored by **Managing Director and Sub Contractors Management**



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Accidents, First Aid and Work Related Ill Health

Health surveillance is required for employees doing the following jobs

- Manual handling
- Site work

Health surveillance will be arranged by **Managing Director**

The first aid boxes are kept in the office and for site operatives in company vehicles/tool vaults

The appointed first aider(s) are to be advised prior to proceeding works on site.

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by **Head Office**

Managing Director is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.



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Monitoring

To check our working conditions, and ensure our safe working practices are being followed, we will actively encourage comments from our staff and sub contractors. Monitor and record any accidents, near misses and incidents and review them.

Site Supervisor is responsible for investigating accidents.

Managing Director is responsible for investigating work-related causes of sickness and absence.

Managing Director is responsible for acting on investigation findings to prevent a recurrence.



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Emergency Procedures – Fire and Evacuation

Project Manager is responsible for ensuring the fire risk assessment is undertaken and implementation is checked by the **Site Supervisor**.

Escape routes and meeting points are to be conveyed to all staff and sub contractors prior to commencing works on site

Fire extinguishers are to be checked prior to any hot works on site.



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Smoking

The company encourages employees not to smoke.

No smoking is allowed in company buildings, vehicles, or customers premises.

Where customers smoking may affect employees or subcontractors this is to be notified to the supervisor or manager and necessary procedures taken to avoid working under such circumstances.

Smoking is only permitted in dedicated smoking areas.

Any employees or sub contractors failing to comply with these company requirements will be reprimanded accordingly.



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Asbestos

Due to the nature and severity of asbestos, company employees are forbidden to work directly with asbestos or remove waste asbestos if they come into contact with it.

The employee discovering asbestos should contact the company supervisor and make it known there is asbestos. Asbestos needs to be dealt with in the correct manner and disposed of safely by a specialist.

Asbestos is harmful when inhaled, but all contact should be avoided.

Asbestos would need to be taken away by a licensed handler and someone whom is trained to deal with it.

Asbestos should at no point be handled by an employee, or be disposed of by an employee.



Accident Statistics

Cumulative History				
YEAR	ACCIDENT BOOK ENTRIES	LOST WORK DAYS	RIDDOR	MEDICAL TREATMENT
2012	1	4	0	1
2011	0	0	0	0
2010	0	0	0	0
2009	0	0	0	0
2008	0	0	0	0
2007	0	0	0	0
2006	0	0	0	0