

HEALTH AND SAFETY POLICY STATEMENT

This is the Health and Safety Policy Statement of:

MIDLAND SURVEY LTD

(Prepared in accordance with the Health and Safety at Work etc. act 1974.)

Our statement of intent is:

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our employees 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;
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals.

Signed:

Duncan Rone-Clarke (Managing Director)

Date created: 10th May 2008

Review date: 10th November 2009

RESPONSIBILITIES

1. Overall and final responsibility for health and safety is that of :

Duncan Rone-Clarke (Managing Director)

David Johnson (Director)

Vince Bradley (Director)

2.

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

Tom Griffiths

David Johnson

3. To ensure health and safety standards are maintained/improved, the **Surveyors** are responsible for reporting incidents and equipment faults. This also includes making sure that company cars are in good working order and road worthy:

4. All employees are requested 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 (and fellow colleagues) health and safety;

5. We actively encourage you:

- To participate with our Health and Safety programmes
- To contribute and assist by looking out for Hazards
- To report the hazard verbally and follow up in writing to the Directors or the Health and Safety representative.

ARRANGEMENTS

Health and Safety risks arising from work activities

- Risk assessments will be undertaken by:
Tom Griffiths
David Johnson
- The findings of the risk assessments will be reported to and the subsequent action required will be approved by:
Duncan Rone-Clarke

Tom Griffiths

- will be responsible for ensuring the action required is implemented.
 - will check that the implemented actions have removed/reduced the risks
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- Assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest. A precursory risk assessment will be undertaken with each quoted job and results recorded in the job file.

ARRANGEMENTS

Accidents, first aid and work-related ill health

- The first aid box is kept in the kitchen cupboard at the top of the building. First Aid boxes are also provided in company cars.
- The appointed person/first-aider is **David Johnson**
- All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept in reception.

Monitoring

- To check our working conditions, and ensure our safe working practices are being followed, we will:
- be responsible for investigating accidents.
- be responsible for investigating work-related causes of sickness absences.
- be responsible for acting on investigation findings to prevent a recurrence.

Accidents

All accidents/incidents at work, no matter how minor should be recorded and reported. If any employee has or is involved in an accident or near miss, involving injury or potential injury then this must also be reported and recorded using the Accident report forms located in reception. These will be used to prevent such instances happening in the future.

Smoking

Smoking is not permitted in the company office. It may also be restricted depending on the site. Smoking is strictly prohibited anywhere on Petrol Station Forecourts.

Display Screen Equipment Assessment

If you use display screen equipment for prolonged periods of time then a DSE self assessment will be conducted on your work station.

Emergency procedures –fire and evacuation

Midland Survey Limited

- is responsible for ensuring the fire risk assessment is under taken and implemented.
- Escape routes are checked every 12 months
- Fire extinguishers are maintained and checked every 12 months
- Alarms are tested every 12 months.
- Emergency evacuation will be tested every 12 months.

Discovering a Fire

In the event of discovering a fire, you should raise the alarm immediately and ring the emergency services. Don't attempt to tackle the fire and evacuate the premises.

Assemble on the opposite side of Westfield Road

Fire

When the alarm is raised you must stop work immediately and make your way calmly to the nearest fire exit which are signposted. Do not stop to collect personal belongings and assemble at the appointed place. Only go back to the building when you have been told that it is safe to do so by an authorised person.