

This document has been prepared in accordance with the requirements of the Health and Safety act 1975

# Health & Safety Policy

Of



Hereafter referred to as the company

1<sup>st</sup> December 2020

Prepared By:



GUARDIAN ADVISORS

01258 830125

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## HEALTH AND SAFETY POLICY

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### GENERAL STATEMENT

The following is a statement of the Company's health and safety policy in accordance with Section 2 of the Health and Safety at Work etc. Act 1974.

It is the policy of Burns Hamilton to ensure so far as is reasonably practicable, the health, safety and welfare of all employees working for the company and other persons who may be affected by our undertakings.

Burns Hamilton acknowledges that the key to successful health and safety management requires an effective policy, organisation and arrangements, which reflect the commitment of senior management. To maintain that commitment, we will continually measure, monitor and revise where necessary, an annual plan to ensure that health and safety standards are adequately maintained.

The Directors will implement the company's health and safety policy and recommend any changes to meet new circumstances. Burns Hamilton recognises that successful health and safety management contributes to successful business performance and will allocate adequate finances and resources to meet these needs.

The management of Burns Hamilton looks upon the promotion of health and safety measures as a mutual objective for themselves and employees. It is therefore, the policy of management to do all that is reasonably practicable to prevent personal injury and damage to property. Also, the organisation aims to protect everyone, including visitors and members of the public, insofar as they come into contact with our activities, from any foreseeable hazard or danger.

All employees have duties under the Health and Safety at Work etc. Act 1974 and are informed of their personal responsibilities to take due care of the health and safety of themselves and to ensure that they do not endanger other persons by their acts or omissions. Employees are also informed that they must co-operate with the organisation in order that it can comply with the legal requirements placed upon it and in the implementation of this policy. Burns Hamilton will ensure continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals.

The organisation will ensure a systematic approach to identifying hazards, assessing the risks, determining suitable and sufficient control measures and informing employees of the correct procedures needed to maintain a safe working environment.

We will provide, so far as is reasonably practicable, safe places and systems of work, safe equipment, safe handling of materials and substances, the provision of adequate safety equipment and ensure that appropriate information, instruction, training and supervision is given. We regard all health and safety legislation as the minimum standard and expect management to achieve their targets without compromising health and safety.

Signature: - *Caroline Kelleway / Tim Townsend / Simon Martin*

Date: - 8<sup>th</sup> December 2020

Director/s: Caroline Kelleway, Tim Townsend, Simon Martin

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## HEALTH AND SAFETY POLICY

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### Health and safety Responsibilities

Section 2 of the Health and Safety at Work etc. Act 1974 places a duty on employers to prepare a written health and safety policy that includes details of responsibilities for ensuring the health, safety and welfare of all employees. The following list of responsibilities has been collated to ensure compliance with legislation.

The Directors will ensure that:

### General responsibilities

- ✓ The main requirements of the Health and Safety at Work etc. Act 1974 are understood and applied.
- ✓ The main requirements of the Construction (Design and Management) Regulations are understood and applied where relevant.
- ✓ All levels of management within the organisation fully understand the arrangements for the implementation of the health and safety policy.
- ✓ Sufficient funds are made available for the requirements of health, safety and welfare provisions.
- ✓ All employees fully understand safe systems of work, rules and procedures and that suitable records are kept.
- ✓ The organisational structure is appropriate in order to manage health and safety.
- ✓ The same management standards are applied to health and safety as to other management functions.
- ✓ Health and safety is integrated into the company's management systems.
- ✓ Undertake regular health and safety audits and inspections in accordance with the organisations health and safety monitoring procedures.
- ✓ Adequate health and safety training is provided for all employees. This shall commence on induction and include any specific training regarding the organisation's rules, safe systems of work and training required to perform their duties and work-related tasks.
- ✓ Qualified first aid personnel and facilities are provided to address potential hazards within the organisation.
- ✓ Employees and any other relevant persons are informed of the location of first aid personnel, facilities and the importance of recording all accidents / incidents in the accident book.
- ✓ All accidents / near miss incidents are investigated and recorded on the incident record form and control measures implemented to prevent any recurrence.
- ✓ Arrangements for fire safety are implemented and that all relevant checks are carried out.
- ✓ Nominated competent persons complete, record and review risk and COSHH assessments relevant to the activities and hazards within the organisation and that relevant employees are informed of the significant findings of the assessments.
- ✓ Suitable and sufficient personal protective equipment is provided for employees at no cost.
- ✓ Joint consultations or regular health & safety meetings between management and employees take place as described in the policy.
- ✓ All health and safety issues raised by employees are recorded and investigated.
- ✓ Any faulty work equipment identified is immediately taken out of service until repaired or replaced.

- ✓ Regular safety checks are undertaken and records made available of the testing, maintenance and statutory inspections of all equipment.
- ✓ A system is implemented to ensure contractors have the necessary competence and resources in order to carry out work safely for the organisation.
- ✓ Contractors are adhering to safety rules and procedures and any other statutory legislation relevant to their work.
- ✓ All welfare facilities, including temperature, lighting and ventilation levels, are adequate.
- ✓ Safe access and egress are provided and maintained in all areas within the organisation.
- ✓ Relevant statutory signs and notices are provided and displayed in prominent positions.
- ✓ Health and safety and food safety issues raised by employees are recorded and investigated.
- ✓ Manual handling training is undertaken and reviewed regularly or if process change requires re-assessment.
- ✓ All electrical equipment is adequately maintained and that only suitably trained and competent persons carry out electrical work. No employee shall undertake any kind of electrical work where specialist knowledge is required in order to avoid danger.
- ✓ Health and Safety matters are permanent agenda items at Board Level.
- ✓ All employees fully understand the arrangements for the implementation of the health and safety policy.
- ✓ The policy is reviewed for compliance with the objectives for health and safety.
- ✓ Work that is considered to present a serious or imminent risk of injury to employees or others is stopped immediately.
- ✓ Sufficient knowledge is developed in order to fulfil the role of “competent person” as required under Regulation 7 of the Management of Health and Safety at Work Regulations.
- ✓ The training needs of all employees are identified.
- ✓ Suitable training is provided and full written records are maintained.
- ✓ Management are advised of the implications arising from health and safety legislation and codes of practice and their application to the organisation’s activities.
- ✓ The organisation’s health and safety policy, organisation and arrangements are reviewed annually.
- ✓ Risk assessments are compiled within the workplace.
- ✓ The organisation's fire safety arrangements are implemented.
- ✓ All accidents/incidents are reported to the enforcing authority in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrence Regulations (RIDDOR).
- ✓ Records and statistics of all accidents and incidents that occur within the organisation are compiled.
- ✓ The location of any asbestos containing materials is identified and appropriately managed.
- ✓ First Aid kits and equipment are checked on a regular basis to ensure that they are adequately stocked and that all items are in date.

## Employees:

All employees have a responsibility by law under Section 7 of the Health and Safety at Work Act 1974. This is to ensure that they act with all 'reasonable due care' with regards to the Health and Safety of themselves and any other person that may be affected by their actions or omissions. Employees must co-operate with their Employer and appointed Managers to achieve a healthy and safe workplace and implement the procedures outlined in this policy.

Under Section 8 of the Health and Safety at Work etc Act 1974, it is an offence to intentionally or recklessly interfere with or misuse anything provided in the interest of Health, Safety or Welfare. All employees are to report to the Directors anything they may see that might be detrimental to Health and Safety. This in general will help to maintain standards of Health and Safety at work.

Deliberate actions resulting in risk will not be tolerated and appropriate action will be taken. The non-reporting and continual use of dangerous equipment, machinery or hazardous substances will be judged to be gross misconduct, and may result in disciplinary proceedings.

All employees are to read the poster / leaflet Health and Safety Law '**What You Should Know**'.

### **Employee duties will include:**

- ✓ Read and understand the company health and safety policy and carry out your work in accordance with its requirements.
- ✓ Use the correct tools and equipment for the job.
- ✓ Keep equipment, tools and Personal Protective Equipment (PPE) in good condition.
- ✓ Report immediately to the Directors any defects in machinery, tools, equipment or PPE.
- ✓ Work in a safe manner at all times. Do not take unnecessary risks, which could endanger yourself or others.
- ✓ Do not use equipment for work, which it was not intended, or if you are not trained or experienced to use it.
- ✓ Warn other employees, particularly new employees and young people, of particular known hazards.
- ✓ Do not play dangerous or practical jokes or "horseplay" at work.
- ✓ Report to the Directors and Management any injury to yourself, which results from an accident at work, even if the injury does not stop you working. Suggest safer methods of working.
- ✓ Ensure that you take all personal hygiene measures necessary to prevent occupational dermatitis.
- ✓ Find out what to do in the event of fire, know the fire and assembly points.

## COMPANY STRUCTURE AND ORGANISATION

### **Director/s**

Management are ultimately responsible for Health, Safety and Welfare arrangements within the Company.

They are responsible for bringing the Policy Statement to the attention of all management, employees and subcontractors and ensuring compliance with it.

It is the responsibility of the Director's with the assistance of managers, to assess the implication for the Company and amend the Policy as appropriate.

Throughout the organisation, the visible and active leadership of managers, is necessary to develop and maintain a culture supportive of Health & Safety Management.

### **Line Managers**

Under the Company Safety Policy it is the responsibility of Line Managers to achieve the following;

1. The elimination of risk of injury of all persons affected by Company operations and prevention of damage to all property and equipment.
2. The observance of the requirements of the Health and Safety at Work Act 1974, and all obligations under that Act and other Statutory Regulations relevant to the operations of the Company.
3. To ensure that the environment and equipment provided is safe and to raise any concerns or issues.
4. To ensure that employees, contractors and others working on the premises under the control of the Company, observe safe working practices at all times and in accordance with relevant statutory regulations or other recognised advice on safe working procedures.
5. To provide for and ensure the employees at all levels receive adequate training and instruction to enable them to carry out their duties in a competent and safe manner.
6. To provide in tenders and other preparatory procedures, for adequate safe working methods and welfare facilities, etc.
7. To achieve the observance of safety procedures by personal example and to encourage all employees and other persons who are concerned in any way by the operations of the Company to do the same.
8. To ensure that arrangement for First Aid as required by the First Aid Regulations 1981 and that location of equipment is known to employees.

### **Line Managers Additional Responsibilities**

Under the Company Safety Policy, Line Managers have the following responsibilities;

1. Ensure the requirements of the Health and Safety at Work Act 1974 and all obligations under that Act and other regulations relevant to their area of responsibility for the safe operation of the activities of the Company are observed by all persons under their control.
2. Ensure that working methods and safety procedures are carried out in a competent and planned manner and that all relevant statutory requirements are adhered to by the provisions of adequate plant equipment, materials, services, etc., and operations are supervised by competent personnel.
3. Arrange as may be required by changing circumstances, for the revision of working methods and safety procedures.
4. Ensure that all persons authorised to be working on premises under the control of the Company, adhere to safe working procedures and comply with all applicable to their work.

5. Report all accidents involving injury to persons or damage to property and other dangerous occurrences and "near misses" to the Senior Management as soon as possible after the occurrence. Establish the cause of all such incidents and thereafter carry out improvements to prevent recurrence and instruct employees and others accordingly.
6. Review requirements for training of employees including any updating that may be required, to enable them to carry out their duties competently and safely. Arrange for the release of employees for appropriate training when required.
7. To ensure that proper care is taken of casualties and to establish a procedure to be followed in the event of serious injury including the means of obtaining medical and ambulance services.
8. Ensure Fire Marshalls liaise with the Fire Brigade on fire prevention and rescue procedures, especially when hazardous situations are foreseen
9. Implement and maintain arrangements with subcontractors and other employers to ensure that they and their employees observe adequate safety procedures and statutory regulations and to review any confusion about areas of responsibility.

## **COMPETENT PERSON (S)**

Directors will appoint a number of competent persons to assist in undertaking the measures to comply with the requirements imposed by statutory provisions.

A person shall be regarded as competent when he/ she has sufficient training and experience or knowledge to assist him / her in undertaking the measure referred to.

The following members of staff have been designated competent persons for the responsibilities shown.

<b>Director's</b>	<b>C Kelleway    T Townsend</b>
<b>Health and Safety</b>	<b>Operations Manager</b>
<b>Health &amp; Safety Consultant</b>	<b>Keith Roser Tech iOSH, Gen Cert NEBOSH Construction NEBOSH.NEBOSH Fc1,Fc2</b>
<b>Display Screen Assessments</b>	Line Managers
<b>Manual Handling Assessments</b>	Line Managers
<b>COSHH Assessments Manager</b>	Operations
<b>PAT Control. Manager</b>	Operations
<b>First Aid</b>	Operations Manager
<b>Fire Marshalls</b>	<b>Operations Manager</b> Imani Robinson Holly Bowers Jaimee Lee Sian Constant Virginia Contreras

The Construction (Design and Management) (CDM) Regulations 2015 cover a very broad range of construction activities such as building, civil engineering, construction work, demolition, site preparation, site clearance, renovation, decoration, installation, maintenance, and dismantling of structures

Under the CDM Regulations, legal duties apply to the following duty holders;

Clients, Designers, Contractors and Workers for all construction projects even for simple, short duration work. Additional duty holders called 'Principal Designer' and 'Principal Contractor' are legally required to be appointed where projects involve or are likely to involve more than one Contractor working on the project at any time. CDM applies to both non-domestic and domestic premises.

For those projects that are likely to take more than 30 days and have more than 20 workers working simultaneously or involve more than 500 person days of construction work, then the projects are notifiable in writing to the Health and Safety Executive, HSE.

Burns Hamilton commits to fully comply with the CDM 2015 regulations for all non-client related projects.

**For all client related projects and activities, please refer to our CDM Policy and Procedures.**

## GENERAL ARRANGEMENTS

### Accidents / First-aid:

Employees injured at work are responsible for reporting and entering the details in the accident book provided in the staff kitchen or ensuring that such an accident is reported and recorded on their behalf. They are also to ensure the Directors are informed as soon as possible.

The accident will be recorded by the company and if necessary under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 will be reported to the H.S.E. Incident Contact Centre (ICC).

All reports to RIDDOR can be recorded at:

<http://www.hse.gov.uk/riddor/index.htm>.

A record of all reports sent to the ICC are to be maintained by the Directors and kept for a minimum of 5 years .

### **Accident Investigation and Reporting**

- Incident investigation is a vital response to incidents or accidents that cause or could have caused harm or ill health.
- All employees are required to report all incidents and accidents to their line manager as soon as possible. Line managers must record all accidents or near misses as soon as is practicable, but within 24 hours.
- Any RIDDOR incident with a client, visitor or employee on site should be reported immediately by email or phone whichever is the quickest means to appointed person or Guardian Advisors Ltd on 01258 830125.

**Fire Safety:**

Shared site emergency / welfare facilities will be arranged. Burns Hamilton / Site management is responsible for fire precautions. Employees and sub-contractors must ensure that they know the site rules appertaining to fire safety, actions to be taken in the event of fire and the location of fire alarms, extinguishers, assembly points and escape routes before commencing work.

**Health and Safety Advice:**

Employees and sub-contractors requiring health and safety advice should first contact either of the Directors. Where necessary health and safety advice will be sought from a nominated advisor / consultant and / or the local H.S.E. office.

**Personal Protective Equipment:**

It is the responsibility of all employees and sub-contractors to wear the appropriate personal protective equipment.

Protective gloves will be worn, when appropriate and when handling hazardous substances. Protective goggles and facemasks will be worn in poorly ventilated area or when directed by risk assessments or management.

All PPE is to be inspected regularly (at least once a month) by the user. The equipment is to be kept in a clean and hygienic condition, and stored in such a manner that it will not become contaminated. All PPE that has been assessed as not fit for use should be disposed of and replaced straight away.

**General Housekeeping:**

Slips, trips and falls are major contributory factors in a considerable amount of accidents in the workplace. A clean and tidy workplace can help to reduce the probability of employees having an accident.

All workplaces are 'so far as is reasonably practical' to be kept clean and tidy, consideration should be given to the following:

- Safe and clear access and egress. Maintaining clear walkways.
- The safe interface of vehicles and pedestrians.
- Storage of work equipment and there return after use.
- Suitable storage and stacking of materials.
- Adequate cleaning and disposal of waste.
- The correct replacement of lids on containers.
- Spillages to be cleaned up immediately.

**Hazards and Risk Assessments:**

To help eliminate / control the hazards at work identified by Burns Hamilton risk assessments are to be carried out. Only persons certified as competent by the management are to conduct risk assessments. The aim of Burns Hamilton is to 'so far as is reasonably practicable' reduce any residual risk to the lowest priority possible. Generic risk assessments will be carried out on inherent tasks. Where required site specific risk assessments will be carried out and the finding brought to the attention of employees / sub-contractors.

Employees identified by the risk assessment as being at significant risk are to be informed of its findings. If requested completed risk assessment forms should be made available to employees at their place of work. Risk assessments will be reviewed whenever a significant change occurs, after an accident or near miss, but as a minimum every two years.

### **Hazardous substances:**

The Control of Substances Hazardous to Health (COSHH) Regulations 2002 (amended) covers the use of and exposure to hazardous substances at work.

The Directors are to ensure that suitable COSHH assessments are carried out on all hazardous substances identified in the workplace. All new hazardous substances are to be introduced safely. An assessment is to be carried out before the new substance is used. The Material Safety Data Sheets (MSDS), Technical Information Sheets and Assessment Forms are to be made readily available to employees expected to work with hazardous substances.

Hazardous substances are to be stored and used as per the manufacturer's instructions. Any containers used to hold or transport hazardous substances are to be suitable and labelled correctly. Warning signs are to be displayed and maintained.

All preventative / protective control measures are to be used and maintained to a high standard.

On no account are substances covered by the COSHH regulations to be kept or stored within office/rest areas. They are only to be held in the designated areas / stores. In case of a minor spillage, the following action is to be taken:

- Warn personnel in the immediate area.
- If there is a danger from inhalation - clear the area and ventilate.
- Using the required PPE - clean up the spillage thoroughly, as per the MSDS.
- Report the incident to the Director's.

### **Contractors / visitors:**

The Directors will 'so far as is reasonably practical' ensure that all contractors are competent to carry out their undertakings. This will be achieved during the tendering stage by requiring all contractors to provide proof of competency.

Contractors will be asked for all or some of the following:

- ✓ Copy of their Health and Safety Policy.
- ✓ Copies of safe systems of work/method statements.
- ✓ Risk assessments indicating residual hazards.
- ✓ Employee competency certificates/licenses.
- ✓ Policy for co-operation in shared workplaces.
- ✓ Welfare/Fire/First-aid considerations
- ✓ All contractor / visitors are to report to the main reception before moving onto the company's work area.

All employees are to be aware of their liability to consider and protect other people (contractors, sub-contractors, customers, general public, etc) while conducting their undertaking on behalf of Burns Hamilton. Contractors owe a duty of care not to put Burns Hamilton employees at risk from any hazards they bring onto the site or into the workplace.

***All employees have a general duty of 'due care', this duty is to be taken seriously.***

### **Electrical Apparatus:**

Only equipment which complies with the requirements of the Electricity at Work Regulations 1989 and the Provision of Work Equipment Regulations (PUWER) 1998 will be permitted to be used on any of this company's sites.

Where any 240 volt appliances are used indoors, this will only be allowed if a British Standard Residual Circuit Breaker (30mA RCD) is used.

All electrical apparatus will be inspected frequently for signs of damage to or interference with wires and cables so that such equipment remains safe.

A register shall be kept of all appliances listing identification of each appliance, full description, details of portable appliance testing (PAT) including date of test, next test date and result of test.

All electrical appliances shall be labelled showing date of test, date of next test and results of the test. All flexible cables and cords will be to the required safety standard.

### **Manual Handling:**

The Manual Handling Operations Regulations 1992 (as amended) requires employers to identify manual handling operations, conduct a suitable assessment and avoid the risk. If this is not 'reasonably practical', reduce the risks of injury to employees, to as low as possible.

Manual handling causes more than a quarter of all reported injuries. It is the aim of Burns Hamilton is to inform and educate its employees to take the necessary precautions so as to not injure themselves whilst carrying out manual handling tasks. When assessing the risks from manual handling operations the following are to be considered:

- ✓ Task.
- ✓ Individual's limitations conducting the task.
- ✓ Load and its size and shape.
- ✓ Environment in which the task is performed.

Employees must use the mechanical material handling devices provided. Not doing so or taking short cuts will be deemed by the Management as misconduct. Protect your back!

Employees should always adopt safe lifting techniques. Employees are required to assess the task and the consequences of the manual handling before starting. Whenever mechanical material handling devices are not available and the load is too great for one person always seek assistance. Whenever heavy or awkward loads are to be moved manually by more than one employee one person is to control the group and the sequence of the task to be conducted.

## **Safe Vehicle Operation:**

### **MOBILE PHONE USE WHILST DRIVING**

In the interest of your own safety and the law with effect from December 2003:

- you must never use a handheld mobile phone whilst driving
- you are advised not to use a hands-free mobile phone whilst driving
- if, however, you have hands-free mobile phone equipment in your car, it should be installed according to the manufacturer's instructions and should follow the British Standards Institutions 'Guide to In Vehicle Information Systems' (DD 235:1996)
- you are discouraged from contacting colleagues whilst on the road
- you should use the message service and take regular breaks from driving
- you should not use text messaging whilst driving.

Burns Hamilton will seek to obtain information on an annual basis [April] to ensure that it complies with the requirement to carry out risk assessments associated with employees driving their own vehicles to visit client premises and attend meetings.

Vehicles are only to be operated by competent / licensed employees in a safe manner taking into consideration the environment in which the vehicle is to be used. The majority of accidents associated with vehicle movement are caused when the vehicle is reversing. Drivers are to check behind their vehicle before reversing. Speed limits are to be adhered to at all times.

Display Screen Equipment (DSE) based work can potentially have serious effects on health. Problems tend to be caused by a combination of badly designed jobs, unsuitable workstations and equipment, the work environment and poor personal posture.

Associated health issues

- Musculoskeletal injuries
- Work related upper limb disorders (WRULD)
- Repetitive Strain Injury (RSI)
- Visual fatigue and headaches
- Stress.

### **Employer's responsibilities**

Burns Hamilton is committed to ensuring that Employees are not subjected to adverse health effects as a result of the use of display screen equipment. For the purpose of this policy, a user is defined as someone who is required to use DSE equipment for a significant part of his/her working day.

Burns Hamilton will:

- ✓ Identify all DSE users as defined by regulations
- ✓ Undertake workstation risk assessments with the involvement of employees
- ✓ Reduce the risks associated with DSE use to the lowest reasonably practicable level
- ✓ Provide suitable work equipment
- ✓ Provide all DSE users with sufficient information, instruction, training and supervision
- ✓ Incorporate task changes within the working day in order to prevent intensive periods of on-screen activity. Ensure arrangements for regular breaks
- ✓ Arrange and pay for eye and eyesight tests on request by identified DSE 'Users'
- ✓ Contribute towards corrective appliances (glasses), where recognised 'Users' require these solely and specifically for working with DSE.

Burns Hamilton will ensure that, where required all new-starters complete a DSE assessment questionnaire. Where a user raises a matter related to health and safety in the use of display screen equipment, The client will:

- Take all necessary steps to investigate the circumstances
- Review the DSE risk assessment and implement any additional control measures required
- Ensure appropriate corrective measures are taken
- Advise the user of the actions taken.

## **Employees responsibilities**

Employees will:

- Inform their Line Manager in confidence as soon as possible, if a health problem arises through the use of display screen equipment
- Work in accordance with any advice or guidance given by the Organisation
- Familiarise themselves with the contents of the relevant risk assessments
- Request the company to arrange and pay for eye and eyesight tests
- where required and if the employee is identified as a user of DSE equipment.

## **MONITORING AND REVIEWS.**

To ensure the standards of Health Safety are maintained at the highest level, it is necessary to carry out a continuous monitoring programme. This will involve the Directors carrying out the following activities:

Office-Safety Inspection. A site-safety inspection is a more detailed review of a specific workplace or task by the Director / Safety Advisor/ Company safety officer. Safety inspections should be carried out approximately every three months in order to:

- a) Identify hazards, unsafe working conditions and inadequate safety precautions.
- b) Draw attention of all personnel to any shortcomings in safety matters and ensure employees take the correct remedial action.
- c) Influence the attitude and heighten the awareness of all employees to safety related matters.

Safety Survey. A Safety Survey is an examination of a specified working area or task and will be carried out by a designated-trained Competent Person / Safety Advisor in order to:

- a) Provide detailed information about inadequately controlled hazards.
- b) Confirm the Safety Instructions are relevant and up to date.
- c) Confirm the effectiveness of any safe systems of work.

## **Internal and external audits.**

These will be conducted annually and reviewed prior to health and safety meeting.

The management and staff of Burns Hamilton believe to achieve our goals we must lead not only economically, but environmentally and socially as well. The company understands that it is in a prominent position to affect the environment and our objective is not only to sustain our environment for our descendants but also to where is reasonably practicable avoid the use of hazardous materials and processes.

The company undertakes to take all reasonable steps to prevent damage to either public or ecological health where such materials are in essential use.

We believe that our corporate responsibility goes beyond our proprietary borders and we endeavour to cooperate with our neighbours and our suppliers to develop our business in a sustainable manner. Every effort will be made to conserve resources throughout our operations.

Our purchasing department will seek products and methods of application that are environmentally benign and where possible local to our sites to minimise the environmental affect.

We are committed to integrating environmental management policies and practice into every level and department of the company whilst providing a safe and healthy working environment for staff and others.

Furthermore the company will not only meet existing environmental laws and regulations, but go beyond the status quo and seek techniques and approaches that position us ahead of our competition.

In order to achieve the above Burns Hamilton aims to:

Avoid the unnecessary use of hazardous materials and processes and to take all reasonable action to prevent damage to either public or ecological health where such materials are in essential use.

Minimise waste by reduced consumption and develop effective waste management and recycling procedures.

Use recycled and recyclable materials where appropriate: choosing products and suppliers who minimise negative environmental impacts, thereby promoting sustainable development.

Protect natural habitats and local wildlife and preserve biological diversity.

Increase awareness of environmental responsibilities amongst staff.

Ensure that all staff have the opportunity to follow appropriate training programs.

Continually monitor and audit its environmental policy and practices.

Our policy towards the environment will be readily available and promoted to our business partners and guests. Growth of our company depends on its ability to minimize or eliminate our impacts on our surroundings.

**The Director/s of Burns Hamilton will ensure that:**

- ✓ All employees receive comprehensive induction before commencing work, to ensure that they are fully aware of all the arrangements in place during the evacuation procedure
- ✓ A register of employees is kept up-to-date at all times. This register must be available for inspection at all times and will be taken to the fire assembly point in the event of an evacuation for the purpose of calling the roll.
- ✓ The requirements for employee training in fire safety are adhered to.
- ✓ A fire logbook is kept up to date with all relevant records relating to fire safety and ensure that it is made available for inspection by the local authority fire brigade
- ✓ The fire alarm and associated equipment is tested weekly and tests are recorded in the fire logbook
- ✓ All fire-fighting equipment is tested on a regular basis as per the manufacturer's guidelines and records kept.
- ✓ A fire evacuation drill is carried out at least every six months which will be recorded in the fire logbook.
- ✓ Any automatic fire detection equipment is tested according to current guidelines and the tests are recorded.
- ✓ Any emergency lighting and emergency exit lights are tested according to current guidelines and tests recorded.
- ✓ A fire risk assessment is undertaken within the workplace, outlining who may be affected by a fire along with any special requirements that may be identified.
- ✓ No hazardous or flammable chemicals are to be held in any office of Burns Hamilton.

Joint Consultation

The Health and Safety (Consultation with Employees) Regulations require all employers to consult with their employees who are not represented by safety representatives, as detailed in the Safety Representatives and Safety Committees Regulations. We recognise the importance and benefits to be gained by consultation and will maintain clear avenues of communication to ensure effective consultation between management and employees.

Health and safety will be on the agenda of all management meetings.

Items that may be included in the meeting are:

- ✓ Review of accident statistics, near misses and trends
- ✓ New legislation
- ✓ Compliance with the objectives of the health and safety plan
- ✓ Occupational health issues
- ✓ Introduction of new technology
- ✓ Result of health and safety audits
- ✓ Review of significant findings identified by reports