

Health & Safety Policy For FAR Solutions Limited

Objectives

FAR Solutions Limited is a consultancy business within the Hospitality, Security and Management Sector. We are a multi-disciplinary practice focusing on the customer's requirements ranging from Quality Management systems, Training and General Marketing. All training equipment used is owned however, as and when the needs arise, hiring or loan of the equipment is an option. The administration of the business is conducted from the registered address and the majority of our work is done on other people's sites or venues.

This system of work raises some challenges:

- The risk and safe procedures of the sites / venues we are going to work on or from.
- The duty to look after other members of the work team, students, visitors, contractors and ourselves.

To overcome these challenges, we the managers lead by example. If we want the people and stakeholders who we come into contact with during our job-roles, we must know what the risk are and what the procedures are. This includes safe systems of work. We have an obligation to make sure that the stakeholders are all briefed and equipped to follow them.

We know that to keep ahead of the demands, experience within the field of consultancy is not enough on its own. We must be familiar with the Health & Safety at Work Act 1974, RIDDOR, The Management of Health & Safety at Work Regulations and The Regulatory Reform (Fire Safety) Order 2005. This list is not complete.

Organisation

In our organisation, the Senior Partner has responsibility for the managing health, safety and environmental protection. The Senior Partner reports all accidents under the RIDDOR regulations, prepares the policy statement, the COSHH, the general workplace assessment of risk and other statutory risk assessments. Documentation for agreeing safe working procedures with the client or contractor is also prepared by the senior partner.

Care is taken to prepare method statements where relevant and necessary. All staff and contractors working under the responsibility of our organisation are fully briefed and inducted prior to the contract commencing. They are also fully briefed on their responsibilities.

On each working site, the senior partner takes responsibility for the safe organisation, operator briefing, condition of equipment, personal protective equipment, provision of warning signs, first aid, fire, emergency procedures, keeping records of first aid incidents in the accident book and recording incidents in the incident log book.

F A R Solutions Limited, Tel / Fax: 0844 7365920, Mob: 07900 630240 email: fsl@farsolutions.co.uk
www.farsolutions.co.uk

Company Registration Number 5156957
A BSI Registered Company: 47244286

Everyone working on our contracts is briefed on a code of safe practice with emphasis placed on their responsibility to act and report any unsafe practices and hazards without delay to the senior partner and site manager.

All staff and contractors working for FAR Solutions are checked and interviewed for their competence prior to commencing work. Those that are qualified are also inducted about the job or contract in-hand.

All equipment is checked prior to use as for their suitability.

Arrangements

Instruction, rules, procedures, warning notices

Management

The senior partner prepares the policy statement in conjunction with reference from www.hse.gov.uk . It is reviewed at 12 (Twelve) monthly intervals and additionally whenever necessary if important changes are made.

Method Statements

Every person working with us and under control of FAR Solutions Limited must be fully briefed on the methods and procedures set out in the Method Statement: The safety precautions required, including the working relations with the client, planning supervisor, principle contractor or other contractor.

Safety notices and signs

Where applicable, site-managers or the principle contractors are responsible for delivering, setting up and collecting notices and signs. They must also ensure that the signs are appropriate to the needs of the job or contract in hand.

Monitoring

The senior partner is responsible for the regularly monitoring and checking of the signs, notices, delivery of vehicles, fire-fighting and first aid equipment. Any irregularities must be noted and addressed in the incident or log book.

Personal Protective Equipment

FAR Solutions provide appropriate protective such as clothing, helmet, gloves, footwear, respirators, hearing protection and safety glasses as necessary. On receipt, operatives are instructed in their duty to use the equipment when required to, and to report and hand in defective equipment immediately.

Reporting and recording accidents etc.

All staff that operates under the control of FAR Solutions is instructed to record and report all near misses, accidents, first aid treatment and evidence of health problems to the site manager immediately. They must be recorded in their note books then the accident or incident log book.

First Aid

A first Aid kit is to be taken to the site unless the principle contractor has already made arrangements. The Principle site manager or contractor is responsible for the handling of all injuries: Minor and major. RIDDOR regulations must be complied with in respect.

Fire Risk

Whenever a contract or task involves a fire risk, no contractor can commence work, unless a Fire Risk Assessment (The Regulatory Reform (Fire Safety) Order 2005) has been carried out by the principle contractor and it is safe to do so. Fire fighting equipment and fire – engine access must be available and known to all involved before the contract or task commences.

Health Hazards

Anyone finding evidence on of skin, chest, ear or other health trouble must report the matter to the principle site manager straight away and documented in the incident report book. RIDDOR and COSHH regulations apply.

Environmental Hazards

Site Managers must check that they do not contribute to any environmental hazards and that all waste is managed accordingly. Noise can also be a pollutant and this must also be considered where appropriate.

Training & Briefing

On each new job operatives are briefed on the likely hazards likely to be met and the methods of dealing with them. Operatives using mechanical tools must have documented evidence of their competence to handle them, before allowed to work.

Signed



FERNANDO ROSE