

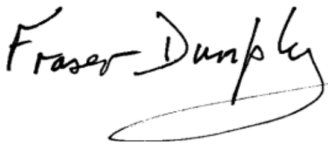
# Health & Safety Policy

This is the Health and Safety Policy Statement for Finesse Control Systems in accordance with the Health and Safety at Work Act 1974. The management of Finesse Control Systems are committed to providing safe and healthy working conditions within the company, with the ultimate objective of providing an accident free workplace and one that is free of work-related ill-health. We are committed to continually improving our procedures to ensure the health and safety of our staff and clients

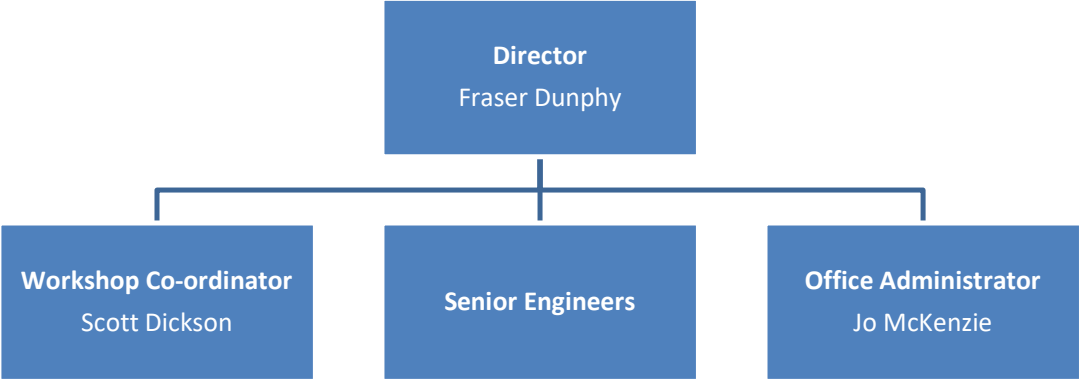
Our Statement of General Policy is:

- To consult with our employees on matters affecting their health and safety and maintain safe healthy working conditions
- To assess risks and implement control measures and maintain safe and healthy working conditions
- Ensure compliance with legislation
- To provide and maintain safe plant and equipment
- To provide Personal Protective Equipment (PPE) as required
- 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
- This policy shall be implemented continuously
- To review and revise this policy annually or sooner if as necessary

Revision Date: 25/02/2021 Revision: 02 by whom: HSE Co-ordinator

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Fraser Dunphy  
Managing Director



### Responsibilities

- Fraser Dunphy (Director) has overall and final responsibility for health and safety for Finesse Control Systems
- Day to day responsibility will be delegated to Senior Engineers, Office Administrator and Workshop Co-ordinator (for Workshop area and yard)
- To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas

Name	Responsibility
Director for General Health and Safety, Fire and Health and Safety Policy	To ensure all health and safety documentation remains valid and up to date
Office Administrator for Office Health and safety	
Senior Engineers for Installations and work offsite	
Workshop Co-ordinator for Workshop and yard - Health and Safety	

All employees must:

- Co-operate with management and Director of Finesse Control Systems on health and safety matters;
- Not interfere with anything provided to safeguard their health, safety or wellbeing.
- To ensure all equipment supplied for work is in good working order before use and to report any faulty or inadequate equipment or provisions to:

Name
Director
Office Administrator for Office equipment
Senior Engineers for Installations and work offsite
Workshop Co-ordinator for Workshop

- Take reasonable care of their own health, safety and wellbeing; and

- Report all health, safety and wellbeing concerns to:

Name
Director
Office Administrator for Office equipment
Senior Engineers for Installations and work offsite
Workshop Co-ordinator for Workshop

### **Health and safety risks arising from our work activities**

- Risk assessments will be undertaken by:

Name
Director
Office Administrator for Office equipment
Senior Engineers for Installations and work offsite
Workshop Co-ordinator for Workshop

- The findings of the risk assessments will be reported to all employees and other relevant persons including contractors
- Action required to remove/control risks will be approved by Director
- Director and employees will be responsible for ensuring the action required is implemented.
- Director will check that the implemented actions have removed/reduced the risks.
- Assessments will be reviewed every year or sooner if or when the work activity changes, whichever is soonest.

### **Consultation with employees**

- Consultation with employees is provided by the Director; however employees are also encouraged to liaise with Director, Office Administrator, Senior Engineers and Workshop Co-ordinator where appropriate over Health and Safety matters.

### **Safe plant and equipment**

Director and where appropriate, all employees / management\* will be responsible for:

- Identifying all equipment/plant needing maintenance\*
- For ensuring effective maintenance procedures are drawn up

- For ensuring that all identified maintenance is implemented
- Any problems found with plant/equipment is reported \*
- Checking that new plant and equipment meets health and safety standards before it is purchased.

### **Safe handling and use of substances**

Director / workshop co-ordinator / cleaner will be responsible for:

- Identifying all substances which need a Control of Substances Hazardous to Health (COSHH) assessment
- Undertaking COSHH assessments.
- Ensuring that all actions identified in the assessments are implemented.
- Ensuring that all relevant employees are informed about the COSHH assessments and their findings.
- Checking that new substances can be used safely before they are purchased.
- Assessments will be reviewed every year or sooner if concerns arise or when the work activity changes, whichever is soonest.

### **Information, instruction and supervision**

- The Health and Safety Poster is displayed on the wall in the foyer.
- Health and safety advice is available from Director, NHS Tayside Workplace Programme and [www.hse.gov.uk](http://www.hse.gov.uk)
- Supervision and risk assessment of young workers (persons under 18 years of age) will be arranged / undertaken / monitored by Director and if necessary with the assistance from co-workers
- Director is responsible for ensuring that contractors are given relevant health and safety information when working on the premises and conversely will be required to undertake their own assessments and share the findings with the Director

### **Competency for tasks and training**

- Induction training will be provided for all employees by:

<b>Name</b>
Director
Office Administrator for Office equipment
Senior Engineers for Installations and work offsite
Workshop Co-ordinator for Workshop

- Job specific training will be provided by Management or outsourced where necessary
- Specific jobs requiring special training are tasks involving Manual Handling, use of chemicals / hazardous substances, work at height, Fork Lift Driver training, Driving for work, use of equipment including work at height, and lifting equipment
- Training records are kept in the Office by Director / Human resources
- Training will be identified, arranged and monitored by Director or relevant manager.

### **Accidents, first aid and work-related ill health**

- The first aid box (es) is/are kept in the office
  - The first aider(s) is: Office Administrator
- All incidents and cases of work-related ill health are to be reported to the Director and recorded in the accident book or on Incident Forms. The book and forms are kept by Office Administrator
- Director is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority. ([www.hse.gov.uk/riddor/](http://www.hse.gov.uk/riddor/))

### **Monitoring**

- To check our working conditions and ensure our safe working practices are being followed, we will:
  - Ensure all staff are suitably trained
  - Keep risk and CoSHH assessments up to date with current safe practices
  - Ensure a safe plant and equipment at all times ongoing through regular scheduled maintenance or sooner if necessary and daily checks

- Monitor Accidents / Incidents in each area

- Director is responsible for investigating accidents
- Director / Admin are responsible for investigating work-related causes of sickness absences.
- Director is responsible for acting on investigation findings to prevent a recurrence.

**Emergency procedures – Fire and evacuation**

- Director is responsible for ensuring that fire risk assessment is undertaken and control measures implemented – see separate Fire Policy.
- Escape routes are checked by all staff every *day* to ensure they are kept clear and free of obstruction at all times
- Fire extinguishers are maintained and checked every year by external contractor see: *maintenance schedule*
- Emergency lighting must be tested every month and emergency and evacuation drill *every six months*