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INTRODUCTION

The company recognises its responsibilities under the Health and Safety at Work Act 1974 in protecting the health and safety of its colleagues and others. We take this responsibility seriously and have made health and safety a management priority. We expect our colleagues at all levels to take care to avoid injury to themselves and others and to co-operate with the implementation of the company's health and safety arrangements.


The company has adopted a health and safety policy which contains details of these responsibilities and arrangements. All colleagues are required to be proactive and familiarise themselves with the health and safety policy.

To help us achieve this policy, we have implemented an occupational health and safety management system (OHSMS). Our OHSMS is based on BS standard ISO 45001 and is externally certified.

HEALTH AND SAFETY POLICY STATEMENT

Neuven Group has established this Health and Safety Policy to ensure the health, safety, and welfare at work of all colleagues and others who may be affected by its activities. This policy will be implemented in all premises owned or controlled by the company. In pursuance of this policy, the company will take action to:

- provide adequate control of the health and safety risks arising from our work activities
- consult with our colleagues on matters affecting their health and safety
- provide and maintain safe plant and equipment
- ensure safe handling and use of substances
- provide information, instruction and supervision for colleagues
- ensure all colleagues are competent to do their tasks and to give them adequate training
- prevent accidents and cases of work-related ill health; maintain safe and healthy working conditions and
- review and revise this policy as necessary at regular intervals.

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RESPONSIBILITIES

- Overall and final responsibility for health and safety rests with the Chief Executive.
- Day to day responsibility for ensuring that this policy is put into practice is delegated to the HR Director.
- All colleagues are required to:
 - co-operate with colleagues 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 document)

HEALTH AND SAFETY RISKS ARISING FROM WORK ACTIVITIES


Risk assessments will be undertaken in consultation with line managers and the nominated external health and safety advisor.

- The findings of the risk assessments will be reported to the Chief Executive
- Action required to remove/control risks will be approved by the Chief Executive
- The Chief Executive will be responsible for ensuring the action required is implemented
- The Chief Executive will check that the implemented actions have removed/reduced the risks
- Assessments will be reviewed every 12 months or when the work activity changes, whichever is the soonest

SAFE PLANT AND EQUIPMENT

The Chief Financial Officer will be responsible for:

- Identifying all equipment / plant needing maintenance
- Ensuring effective maintenance procedures are drawn up
- Ensuring that all identified maintenance is implemented
- Checking that all new plant and equipment meets health and safety standards before it is purchased.

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SAFE HANDLING AND USE OF SUBSTANCES

The nature of the business is such that the COSHH (Control of Substances Hazardous to Health) requirements are minimal. However, when there is a need the Chief Financial Officer will be responsible for:

- Identifying all substances which need a COSHH assessment
- Undertaking COSHH assessments
- Ensuring that all actions identified in the assessments are implemented
- Ensuring that all relevant colleagues are informed about the COSHH assessments
- Checking that new substances can be used safely before they are purchased

INFORMATION, INSTRUCTION AND SUPERVISION


- The Health and Safety at Work poster is displayed in the kitchen off the main office.
- Supervision of young workers/trainees will be arranged/undertaken/monitored by HR, in conjunction with their line manager.

COMPETENCY FOR TASKS AND TRAINING

- Induction training will be provided for all colleagues by the relevant line manager
- Job specific training will be provided by the line managers
- Training records are kept by HR
- Training will be identified, arranged and monitored by line managers in conjunction with HR

ACCIDENTS, FIRST AID AND WORK-RELATED HEALTH

- All work-related accidents are to be recorded in the Accident Book which is held in Head Office. It is the duty of the colleague to report and record any injury sustained at work in the Accident Book within 24 hours of the occurrence, unless extenuating circumstances prevail, e.g. hospitalisation.
- The first person on the scene of an accident must stop and identify existing hazards before acting to prevent exposure to danger.
- HR is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority. Accidents at work which cause incapacity for more than 3 days, excluding the day of injury, or any injury which results in the detention in hospital for more than 24 hours must be reported to the Health and Safety Executive.
- The first aid box is held in the kitchen of our Head Office. Colleagues must not misuse first aid equipment and first aiders must ensure any items are replaced as soon as possible.

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MONITORING

To check working conditions and ensure safe working practices are being followed we will:

- carry out regular spot checks and inspections
- investigate potential and actual accidents

HR Director is responsible for:

- investigating accidents.
- investigating work-related causes of sickness absence

The management team are responsible for acting on investigation findings to prevent a recurrence.

EMERGENCY PROCEDURES – FIRE EVACUATION

- IMS Representative is responsible for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes are checked by HR
- Fire extinguishers are maintained and checked annually by an external specialist.
- Alarms are tested by the Landlord.
- Emergency evacuation will be tested annually and is organised by the Landlord.
- Refer to the emergency evacuation procedure.

John Simmonds
Chief Executive

