



SAFETY POLICY

ORGANISATION

1.	Person with the overall and final responsibility for Health & Safety:	Steve Longford
2.	Day-to-day responsibility for ensuring that this policy is put into practice.	Kathryn Aves / Kellie Turner-Potter
3.	Ensuring Health and Safety standards are maintained / improved in the following areas: <ul style="list-style-type: none"> • Depot / Office • Customers premises • Overall 	Kathryn Aves / Project Managers
4.	Risk Assessments are undertaken by:	Project Managers
5.	Findings of Risk Assessments are reported to:	Project Managers
6.	Person(s) responsible for ensuring the actions required in the risk assessments are implemented.	Project Managers
7.	Monitoring and review of Health and Safety by:	Elken Associates Ltd, Bradley Luff/ Project Managers
8.	Problems with plant / equipment are reported to:	Project Managers
9.	Employees representative for consultation is:	Kathryn Aves
10.	Person(s) responsible for ensuring that new plant and equipment meet health and safety standards:	Kellie Turner-Potter / Kathryn Aves
11.	Person(s) responsible for ensuring that all relevant employees are informed about COSHH assessments:	Kellie Turner-Potter
12.	Person(s) responsible for checking new substances can be used safely before they are purchased:	Kellie Turner-Potter
13.	The Health & Safety leaflets are issued by:	Kathryn Aves / Kellie Turner-Potter
14.	Health and Safety advice is available from:	Elken Associates Ltd, Bradley Luff
15.	Supervision of trainees arranged/undertaken/monitored by:	Project Managers / Elken Associates Ltd, Bradley Luff
16.	Person(s) responsible for ensuring that our employees, working at locations under the control of other employers, are given relevant Health & Safety information:	Project Managers / Kathryn Aves
17.	Induction Training provided to all employers by:	Project Managers
18.	Health & Safety Training identified /arranged by:	Elken Associates Ltd, Bradley Luff / Kellie Turner-Potter
19.	The first aid box(es) are kept in / at:	Vehicles / On site
20.	Checking of first aid box(es) is/are carried out by:	Kellie Turner-Potter
21.	The accident book is kept by	Kathryn Aves



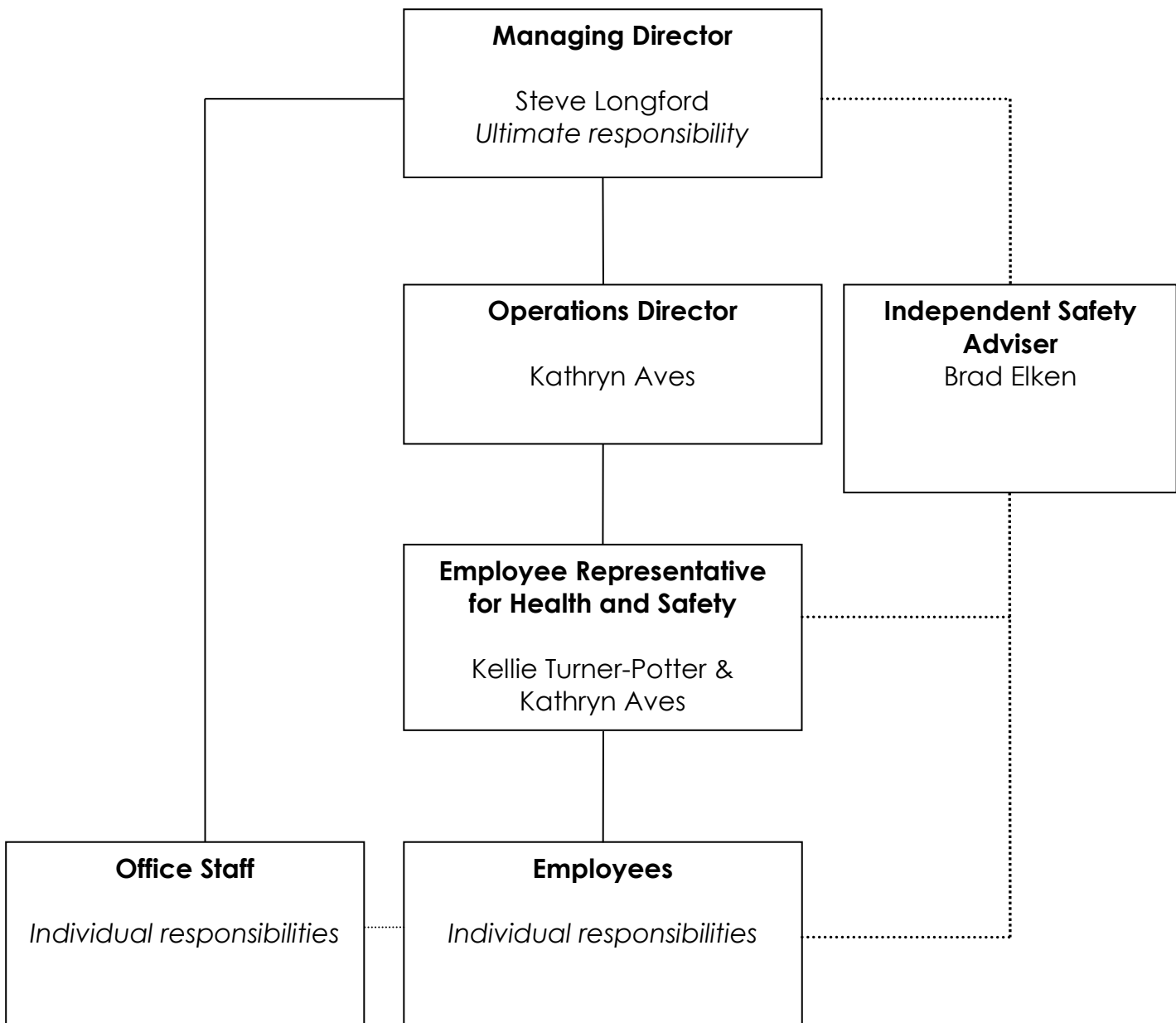
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22.	Person responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority:	Kathryn Aves
23.	Person responsible for investigating work-related causes of sickness absences:	Kathryn Aves / Kellie Turner-Potter
24.	Person responsible for acting on investigation findings to prevent reoccurrence:	Kathryn Aves / Kellie Turner-Potter
25.	Person responsible for ensuring fire risk assessment is undertaken and implemented:	Project Manger
26.	Safe exits / escape routes are checked by / every:	Site Manager / Daily
27.	Fire extinguishers are maintained and checked by:	Project Manager
28.	Issuing of Personal Protective Equipment by:	Kathryn Aves / Kellie Turner-Potter
29.	Informing / managing contractors and visitors:	Kathryn Aves
30.	Monitoring and revising electrical safety:	Kellie Turner-Potter
31.	Work station (DSE) assessments carried out by:	Kathryn Aves
32.	Carrying out Specific Risk Assessments:	Project Managers / Elken Associates Ltd, Bradley Luff
33.	Recording and monitoring of Portable Appliance Testing:	Kellie Turner-Potter
34.	Ensuring the maintenance, inspection and testing of Work Equipment:	Kellie Turner-Potter
35.	Person(s) responsible for compliance of Asbestos duty under CAWR 2006:	Kellie Turner-Potter / Elken Associates Ltd, Bradley Luff
	Notes:	



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STRUCTURE FOR THE MANAGEMENT OF HEALTH & SAFETY



————— = Line Management

..... = Communication