

Kensington and Chelsea TMO Repairs Direct Limited (Repairs Direct) **accepts its health and safety duties under the Health and Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999 and accompanying protective legislation.** We are committed to do all that is reasonably practicable **to prevent injury and ill health** and ensure the health, safety and welfare of its employees, the general public and those who may be affected by its activities.

Repairs Direct recognises that achieving high standards of health and safety is an integral part of Business performance. Whilst **all statutory provisions will be complied with as a minimum,** the Organisation will make every effort to implement best practice and ensure **continual improvement.** Health and Safety **objectives and targets are set during annual business planning and reviewed regularly. A corresponding** action plan is established which will be actively monitored and continually reviewed throughout the year and added to as necessary.

We recognise effective consultation and engagement is a fundamental mechanism for achieving health and safety excellence and are committed to positive engagement with the workforce on all health and safety matters.

The Managing Director (MD) has overall responsibility for health, safety and welfare and will ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice.

Each member of staff with line management responsibility will be responsible for health and safety of the employees under their control and for adhering to this policy.

Employees have a vital role to play in achieving and maintaining health and safety standards. All employees and contractors are expected to co-operate in the implementation of this Policy and the supporting Health and Safety Management System.

Health and safety responsibilities have been defined for all Repairs Direct Personnel and are contained within the Company's Organisation and Arrangements Documents.

To implement the Health and Safety policy we have developed processes and procedures that are contained within our management system. Compliance with the management systems policies and procedures is mandatory.

This Company Health and Safety Policy will be reviewed at least annually to ensure that it is relevant to our organizational activities and arrangements, and that it is up to date. The policy will also be reviewed upon the introduction or change of relevant health and safety legislation. Where necessary, the policy will be revised to reflect the outcome of the review.

This Repairs Direct Policy Statement will be issued to all employees, displayed prominently in the workplace and is available on request to all interested parties.

POLICY AIM:

The aim of this policy is to provide a framework for the management of health and safety within our company, to identify roles and responsibilities to ensure a pro-active approach is met and that control and co-operation are gained through competence and good communication. It will address office and site work specifics and aims to cover all our work activities.

OBJECTIVES:

Provide training to duty holders and employees to ensure ability to discharge duties placed upon them.

Provide information to those affected of risks to their health and safety and such measures to control those risks.

Report, record and systematically investigate all incidents. Undertake regular incident analysis to identify trends and weaknesses within control measures.

Document policies and procedures

Review and monitor the provisions set out within this policy and amend as become necessary.

The Organisation and Reporting Structure for the management of health and safety is the same as for all other aspects of business. In order to ensure the effective management of health and safety at work, the following specific responsibilities and authorities are allocated;

The Board:

It is recognised that the Board (Executive Management Team??), while not actively involved in the daily running of the organisation, has certain responsibilities in terms of Health & Safety and the following procedures will be adopted to ensure responsibilities are effectively discharged.

The Board will endorse the Health & Safety policy and the Chairperson will sign the Health & Safety Policy Statement along with the Managing Director.

The Board will place 'Health & Safety' as an Agenda item of general meetings when required. This will allow the Managing Director to report on safety performance, funding requirements, or significant safety risks and/or failures. The Board will give all such issues due consideration and will make available all reasonable support as may be required.

All Board members will undergo training in 'Health & Safety Awareness' and in management responsibilities. This will ensure that all members have a working knowledge of the topic, which will assist in the discussion of Health & Safety at all meetings. This should also assist the Board in determining whether the Managing Director is adequately managing Health & Safety within the organisation.

Managing Director:

The MD is responsible for the general day to day running of the Company. It is recognised that this function incurs the overall responsibility for Health & Safety management within the organisation, this duty is of no less importance than any of the responsibilities attached to their position. In order to ensure adequate provisions are made and maintained the MD will:

Endorse the Health & Safety policy and management system and will sign the Health & Safety Policy Statement along with the Chairperson of the Board.

Hold ultimate responsibility for the implementation of the organisation's policy, procedures and arrangements. To this end, and to comply with the duties set out in the *Management of Health and Safety at Work Regulations 1999, as amended*, appoint an adequate number of competent persons to achieve and maintain legal compliance and ensure availability of resources essential to establish, implement, maintain and improve the OH&S management system.

The MD will also take all appropriate action to reduce the risks to Health & Safety arising from the business undertaking and to improve the organisation's safety performance.

The Managing Director must make sure that he is kept informed of the Company's Health and Safety performance and ensure continual improvement is evident within the Health and Safety Management System (HSMS).

Escalate significant Health and Safety Risks or safety failures to the attention of the Board as required and respond with appropriate mitigating action.

Foster a health and safety culture in which health, safety and related welfare issues are seen as essential and integral parts of the Organisation to ensure effective governance on health and safety issues.

Managers/Heads of Department

Each Manager responsible for their personal safety and that of all personnel under their authority, including others who may be affected by the company's activities. In particular, they will:

Understand and implement the company safety policy.

Conduct Risk Assessments on activities within their department ensuring that suitable and sufficient control measures are adopted, communicated, and effectively implemented to allow each employee to carry out their duties safely and without risk to health.

Ensure written instructions of work methods outlining potential hazards and precautions, are formulated, communicated, applied and monitored.

Give all safety related queries due consideration, liaising with the MD, HSEQ Manager, Supervisor and all other relevant bodies as appropriate.

Ensure adequate consultation with those whose health and safety may be affected by changes in work.

Ensure emergency procedures are known and complied with.

Ensure accident and near-miss reporting procedures are understood and complied with, and assist with accident investigations where appropriate.

Ensure that health and safety training needs have been identified and that staff receive such training as appropriate. Health and safety training must be carried out as required, and records of such maintained.

Ensure that new members of staff receive induction, members of staff changing roles receive appropriate training, and staff receive appropriate training when new equipment is installed.

Managers with office based staff shall be responsible for ensuring that Display Screen Equipment (DSE) assessments are carried out for all those identified as users. DSE assessments are facilitated by TMO Health and Safety and are issued electronically. Managers are advised to consult the TMO DSE Policy for further information.

Health Safety Environment and Quality (HSEQ) Manager:

Act as an appointed Competent Person under Regulation 6 of the Management of Health and Safety at Work Regulations by providing relevant assistance to managers. Advise and make recommendations to the MD, managers and employees on statutory provisions.

Ensure adequate communication channels are present for consultation and communication with employees for health and safety issues and that matters requiring the attention of senior management are escalated effectively.

Develop, implement, monitor and review the Organisation's health and safety policies, codes of safe working practices, standards and rules. Advise management on the effective implementation of the Health and Safety Policy and develop systems for monitoring and reporting on performance. Ensure that the Company health & safety policy document is reviewed annually and updated as necessary.

ensure suitable and sufficient assessment of risk, and that control measures are adopted, communicated, and effectively implemented to allow each employee to carry out their duties safely and without risk to health.

Ensure that notification and reporting procedures to the relevant statutory authorities are carried out. Conduct comprehensive incident investigations and provide the appropriate advice and assistance in implementing remedial actions identified. Liaise with relevant enforcement agencies and co-ordinate their visits and inspections.

Monitor reported health and safety incidents and support in incident investigation where required. Ensure incident information is collated and accurate records kept, conduct regular review to identify trends or failings in control measures.

Review the effectiveness of health and safety induction and training programs to ensure that they meet the needs of the organisation, facilitate development as required.

Ensure a system is in place to manage the risks associated with the work of subcontractors.

Periodically audit the health and safety management systems to ensure effectiveness, and provide advice and assistance in addressing areas for action identified by these audits.

Promote health, safety and welfare within the Organisation. Represent the interests of Repairs Direct at meetings of bodies whose activities may influence health and safety issues for employees.

Prepare an annual health and safety report for submission to the Board

Supervisors

Supervisors will actively participate in the management of Health and Safety and ensure, so far as reasonably practicable that all persons under their control are properly supervised and carry out their duties in a competent and safe manner

Facilitate risk assessments and ensure that individuals under their supervision are made aware of the health and safety risks associated with the activities under their control, the protection and prevention measures in place and any relevant emergency procedures. Formally monitor implementation of risk control measures through work in progress (WIP) inspections, record and report non-conformances or risks requiring additional control.

ensure that all Operatives adopt safe working procedures, work in accordance with any training provided and properly use any control measures, protective equipment etc. that are appropriate for the work carried out.

Where Supervisors identify any significant breach of Health & Safety procedures, appropriate action will be taken to reduce the risk in the short term, and the issue will be reported to the HSEQ Manager without undue delay.

Ensure that suitable induction training on the Company Safety Policy and Operational Rules is provided for new starters. Identify the need for further training or any other form of risk control for Operatives, the issue will be reported without undue delay to the Operations Manager.

Respond to Health & Safety concerns within their teams, raise pertinent issues for consideration by the Operations Manager and HSEQ Manager.

Ensure All accidents and incidents are correctly reported and recorded and that action is taken to prevent a recurrence of the accident or incident.

Ensure All equipment is in good condition, adequately maintained and guarded, is suitable for the purpose for which it is used and has any required certificates of inspection or examination.

Ensure that suitable protective clothing and safety equipment is available where appropriate and that it is correctly used.

Employees:

Take reasonable care for the Health and Safety of themselves, and others who may be affected by their acts or omissions at work

Co-operate with Management with regard to agreed Health and Safety arrangements comply with the policies, procedures and arrangements set out in the Health and Safety Management System and with any information, instruction and training provided. In addition, any risk control measures and equipment provided to ensure safe working practices will be properly used.

Know and comply with the rules and procedures relating to their work and report to their immediate Supervisor all hazards, or additional risks to health and safety that have not been eliminated, or adequately controlled, potentially endangering themselves or other persons

If involved in an accident resulting in, or which may have resulted in, injury report the details to their immediate supervisor as soon as possible, and in all cases before the end of the shift on which the incident occurs

Immediately inform Management of any change to state of health, either temporary or permanent, which might affect working ability or suitability to carry out any particular task or tasks.

Wear or use correctly all protective clothing and equipment issued to them and get replacements for lost, damaged or defective items

Not interfere with, or misuse, anything provided by the employer in the interest of Health, Safety and Welfare.

Sub-Contractors

As a condition of appointment by the Company, subcontractors will be required to:-

Carry out their work in accordance with relevant legislation, approved codes of practice, guidance notes and recognised safe working practice.

Ensure that all plant and equipment is safe and in good working order, accompanied by any necessary certificates and records of inspection and maintenance.

Report any injury sustained, or damage caused, by their employees, via the normal line management at the earliest opportunity.

Comply with any reasonable health and safety direction issued by Repairs Direct

Maintain the highest standards of housekeeping whilst working. Waste material is to be removed at regular intervals and prior to completion of each sub-contractor's contract

Ensure that any articles or substances brought in, which may be hazardous to health, are accompanied by a COSHH assessment and Manufacturers Safety Data Sheet, and that information contained within is passed to persons who may be affected.

Report any hazards, or additional risks to health and safety that have not been eliminated, or adequately controlled through the risk assessment process, so that additional risk assessments may be made.

Effective internal communication is essential if health and safety procedures / policies are to be understood and consistently implemented.