

HEALTH AND SAFETY AT WORK POLICY

HEALTH AND SAFETY AT WORK POLICY STATEMENT IN ACCORDANCE WITH HEALTH AND SAFETY AT WORK ACT 1974

Scot of Haddington is committed to providing for the health, safety and welfare of all employees and to maintaining standards at least equal to the best practice in the industry.

Scot of Haddington will observe the Health and Safety at Work Act 1974 and all the relevant regulations and codes of practice made under it from time to time. Scot of Haddington will take into account any recommendations made by the Health and Safety Executive with regard to health and safety issues and where appropriate will liaise with the Health and Safety Executive on particular health and safety issues which are of particular relevance to Scot of Haddington.

Scot of Haddington will conduct its undertaking in such a way as to ensure, so far as it is reasonably practicable, that persons not in its employment who may be affected are not exposed to risks to their health and safety. Where such risks exist information will be provided and all reasonable steps will be taken to bring this to the attention of its employees.

The commitment to health and safety is a management responsibility equivalent to that of any other management function. It will be the duty of Scot of Haddington's Director to ensure that policy is upheld at all times and to provide systems of work that are safe and without risks to health, in so far as is reasonably practicable.

Employees also have a statutory duty to take care of themselves and others who may be affected by their acts or omissions.

This Safety Statement/Policy will be kept under continuous review and re-issued when appropriate.



Signed :

(Director)

Date : 01 January 2007

HEALTH AND SAFETY AT WORK POLICY

1. It is the policy of SCOT OF HADDINGTON to take all measures which are reasonably practicable to:-
 - a) ensure the health, safety and welfare of all persons at work
 - b) protect contractors, visitors and the general public attending its premises against risks to their health and safety

2. The Director/Management within the ethos of self-regulation, undertake so far as is reasonably practicable:-
 - a) to provide the necessary resources and seek the co-operation of all employees with a view to implementing the requirements of the Health and Safety at Work Act 1974 and all supportive and associated legislation concerning Health, Safety and Welfare
 - b) to maintain all places of work in a condition that is safe and without risk to health, including the means of access to and egress from such places of work
 - c) to provide and ensure that work equipment and systems of work are maintained to be safe and without risks to health
 - d) to provide and maintain a working environment for persons at work that is safe and without risks to health, with adequate arrangements for the welfare of such persons
 - e) to provide appropriate personal protective equipment where necessary
 - f) to ensure safety and the absence of risks to health and the general environment in connection with the use, handling, storage, transport and disposal of articles and substances
 - g) to provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of all employees
 - h) to formulate, and where necessary practice, effective emergency procedures as required.
 - i) to bring to the attention of all persons including managers, regular and temporary employees, visitors and contractors, at the place of work, their responsibilities with regards to their own safety and the safety of others who may be affected by their acts or omissions at work

- j) to promoting the co-operation of employees to ensure safe and healthy conditions and systems of work by discussion and effective consultation.
- k) to assess the risk to the health and safety of employees and others who may be affected and identifying what measures are needed to comply with its health and safety obligations
- l) to keep abreast of legislation by ensuring adequate and appropriate advice through persons competent in health and safety matters
- m) to record and investigate accidents and cases of occupational disease, ill-health and incidents of violence at work
- n) to provide adequate first-aid cover
- o) to monitor health and safety performance on a regular basis with regards to places of work
- p) to bring this policy and relevant health and safety arrangements to the attention of all employees
- q) to review this Health and Safety Policy and the arrangements for its implementation as often as may be necessary. All such revisions will be brought to the attention of employees
- r) to follow the European Directive in Working Time Regulations to not exceed 48 hours maximum working per week averaged over a 17 week period, a daily rest period of 11 consecutive hour and a weekly rest period of 24 hours will be rigorously applied. Employees wishing to opt out of the 48 hour maximum rule must sign a detailed agreement to be drawn up by a Company Director

The General Manager will be responsible for reviewing, and where necessary, amending this policy and Statement.

ORGANISATION

The above policy needs the full co-operation of all employees who are expected to give all possible assistance aimed at its successful implementation, to take reasonable care for their own safety and that of others. In order to achieve this end, every employee must :

- Comply with any safety instructions and directions issued by Scot of Haddington
- Take reasonable care for their health and safety and the health and safety of other persons (e.g. other employees, contractors, customers, workmen etc.) who may be affected by your acts or omissions at work, be observing safety rules which are applicable to you
- Co-operate with Scot of Haddington management to ensure that the aims of the Health and Safety Policy Statement are achieved and any duty or requirement imposed on Scot of Haddington by or under any of the relevant statutory provisions are complied with
- Report and co-operate in the investigation of all accidents or incidents that have led to or may lead to injury
- Report any potential risk or hazard or malfunction of equipment to the appropriate authority
- Not to intentionally or willfully interfere with or misuse anything provided in the interests of health and safety at work

Any failure by an employee to comply with any aspect of Scot of Haddington's health and safety procedures, rules or duties specifically assigned to the employee with regard to health and safety will be regarded by Scot of Haddington as misconduct which will be dealt with under the terms of Scot of Haddington's disciplinary procedure.

Although the final level of responsibility for ensuring health and safety at work lies with the Director and each and every individual employee, certain members of management and staff have specific responsibilities to ensure that Scot of Haddington's health and safety policy is maintained at all times.

The allocation of responsibility within Scot of Haddington for health and safety matters are as follows :

- The Director has overall and final responsibility for giving effect to this health and safety policy.
- The General Manager is responsible for ensuring there is consultation on health and safety matters with staff.
- The General Manager is responsible for the implementation and monitoring of health and safety policy

Managers are responsible for the implementation of the health and safety policy

in areas under their control.

All employees have the responsibility to observe all safety rules and to co-operate with the manager charged with responsibility for the implementation of Scot of Haddington' health and safety policy to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

ARRANGEMENTS

Accidents and accident reporting :

If you suffer an accident on Scot of Haddington's premises you (or someone on your behalf) must report that fact to your manager as soon as is practicable after the event. All accidents should be reported however trivial and the accident must be recorded in Scot of Haddington's Accident book.

First Aid :

The first aid box is located in the general office near to the fax machine and is equipped in accordance with official guidance, and does not contain analgesics. users of the first-aid box must make an entry in the accident book which is kept with the first aid box.

In the event of an accident one of the qualified first aiders will take charge and arrange for medical treatment if required. The list of first aiders appears above the box.

Each member of staff should fill in a personal record so that the General Manager has a note of next of kin, home telephone number etc.

Electricity :

The Electricity at Work Regulations stipulates that no employee may be involved in work with electricity unless they are competent to do so. There is no requirement for employees to work with electricity i.e. re-cabling, moving sockets etc. as this sort of work must be undertaken by a qualified mains electrician. The changing of light bulbs, fuses, plugging in computers etc. is acceptable provided the person is competent to do so.

Emergency Evacuation :

All employees must familiarise themselves with routes to escape from the premises, the company fire emergency procedure, also the position fire extinguishers.

The purpose of the fire extinguishers is to fight fire only if this can be done without personal risk.

Housekeeping :

Poor standards of housekeeping are a common cause of fires in the workplace. Staff are therefore required to maintain the highest standards of housekeeping, in particular by ensuring that waste and redundant material is not allowed to accumulate.

Manual Handling :

It is the duty of all employers/employees to keep manual handling to a minimum, and where it is unavoidable, to try to introduce mechanical aids to eliminate or reduce manual involvement wherever possible. Staff should follow safe lifting procedures e.g. bend from the knees and keep weight evenly distributed – see poster of lifting techniques

Risk Assessment – (on and off site)

Risk Assessments should be carried out by a 'Competent Person'. Anything that can cause harm is noted, evaluated and action taken if necessary. Reviews should be held regularly.

In respect of off site 'Events' a Risk Assessment form should be completed when the initial meeting takes place relating to the booking to assess if the area is suitable to hold the event.

Smoking

Smoking is not permitted within Somnerfield Works, Scot of Haddington's Office/Workshops. The designated smoking area where smoking is permitted is the car park and other outdoor areas.