



# Health & Safety Documentation

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# Foreword

Elite Maintenance is committed to high standards of health and safety throughout the company and it is the policy to create a working environment that is, so far as reasonably practicable, free from risks which could affect any persons.

To be effective this policy requires the commitment and active involvement of all directors, managers, supervisors and employees in the generation of safety awareness, competence and positive attitudes in undertaking our work activities with continuously improving safety performance.

Our key objectives are, so far as reasonably practicable, to prevent all accidents and injuries at the workplace, conserve the environment and avoid damage to property and equipment.

Andrew Orme  
Managing Director

November 2016

# General Policy Statement

This statement recognises Elite Maintenance Property Services obligations under the Health and Safety at Work Act 1974.

Elite Maintenance (the company), in the conduct of its activities will ensure that it:-

- Protects the health, safety and welfare of its employees and others who may be affected by its activities.
- Meets duties as an employer to do all that is reasonably practicable to prevent accidents, injuries or damage to health.

Elite Maintenance Property Services will also, so far as reasonably practicable:-

- Consult with our employees on matters effecting their health and safety.
- Ensure that work is adequately assessed for risks to health and safety and that the identified control measures are implemented, reviewed and maintained.
- Ensure that when new substances, plant, machinery, equipment, processes or premises are introduced, adequate guidance, instruction, training and supervision are provided.
- Provide and maintain safe working environments that are without risks to health, safety and welfare.
- Set standards that comply with the relevant statutory requirements relating to the health, safety and welfare with regard to the effect on employees.
- Train all employees to be aware of their own responsibilities in respect of relevant health and safety matters and ensure they participate in the prevention of accidents and co-operate with measures taken to prevent industrial disease.
- Ensure that contractors undertaking work on behalf of the company are informed of the relevant standards required and are proactively monitored to ensure compliance with relevant legislation.
- Promote good health amongst employees and be concerned with the prevention of occupational and non occupational disorders and diseases.
- Undertake inspection, audit and review activities to ensure the company's objectives for health, safety and welfare are being met.
- Review and revise this policy as necessary at regular intervals.

# Responsibilities

The responsibilities for determining the company's policy on health, safety and welfare matters, including revision of this policy, lies with Andrew Orme.

In the event of difficulties arising from the implementation of this policy, reference must be made to Andrew Orme

The directors, supported by the company safety manager, will monitor compliance with the requirements and give advice on health, safety and welfare matters and generally will undertake the implementations of this policy.

Employees also have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with you to help you comply with the law.

All employees have to:-

- Co-operate with supervisors 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 statement).

The overall and final responsibility for all health and safety issues lies with:

Company Director- Andrew Orme

Signed:

Date: November 2016

This statement of general policy on health, safety and welfare at work is made under Section 2(3) of the Health and Safety at Work Act 1974 and is to be brought to the notice of all employees of Elite Maintenance Property Services by prominent display at its offices and at each site.

# Elite Maintenance - Company Flowchart



# Health and Safety Duties

This policy will apply to all employees, contractors, to the registered office of Elite Maintenance Property Services and any other buildings or sites owned, leased or occupied by us.

Andrew Orme being a director of Elite Maintenance Property Services is the nominated person responsible for health and safety within the company.

The Directors

- Ensure that all work activities are adequately planned, organised and controlled
- Provide adequate information on the hazards and risks involved in undertaking work activities
- Ensure that the necessary assessments of risk are undertaken and the implementation of control measures is effectively managed and supervised
- Monitor application of health and safety policy.
- Provision of effective training and development to ensure that all managers, supervisors and employees are competent to undertake the allocated work activities
- Co-ordinate all health and safety activities.
- Liaise with clients and contractors.
- Notify the Health and Safety Executive of construction works, when applicable.
- Provision of appropriate welfare, fire protection, first aid and emergency arrangements for each work activity
- Ensure current employers and public liability insurances are in place.
- Set a good personal example by wearing the appropriate personal protective equipment etc. when visiting site.
- Provide sufficient resources to operate and maintain safe and healthy places of work
- Promote effective participation by all employees in joint consultation on health, safety and welfare matters
- Notify the Health and Safety Executive, where necessary, of accidents.
- Approve where appropriate all procedures, instructions and guidance relating to health, safety and welfare

# Health and Safety Duties Cont.

- Appoint an external competent person as health and safety consultant to advise the company on health and safety issues.
- Set a good personal example by always wearing the appropriate personal protective equipment etc. when on site.
- Co-ordinate health and safety activities
- Liaise with clients and contractors

# Group Health and Safety Manager

- Advising directors, managers, supervisors and employees on statutory requirements and company standards
- Supporting and advising managers, supervisors and employees on health and safety related to their work activities, in particular the assessments of risks, development of method statements and health and safety plans
- Ensuring that all records, reporting and documentation relating to health, safety and welfare and competency training, are established and maintained and up to date
- Circulate copies of procedures, instructions, guidance and this policy in accordance with management requirements and maintaining the currency of such documents by overseeing their review and revision
- Undertake regular inspections and audits of the workplace to ensure the managers, supervisors, employees and contractors are complying with the appropriate statutory and company standards
- Provide support to directors and managers in complying with their health, safety and welfare duties
- Monitoring health, safety and welfare to ensure that practices are adhered to and that no breach of statute law occurs on health and safety matters.
- Where appropriate provide arrangements to train and develop company personnel in health and safety matters to ensure competence standards are maintained and enhanced
- Advising on the provision of appropriate welfare, fire protection, first aid and emergency arrangements for all work activities, both office and site based
- Monitor arrangements for effective participation of all employees in health and safety issues through consultation and promotion of a pro-active health and safety culture
- Set a good personal example by always wearing the appropriate personal protective equipment etc. when on site.



# Office Manager

- Allocation of significant resources to operate and maintain safe and healthy places of work and ensure that work activities are undertaken without risk to health and safety
- Ensure induction training is provided for all employees new to the company.
- Ensure that all work activities are adequately planned, organised and controlled
- Provision of suitable equipment, materials and personal protective equipment ensuring its proper use and maintenance
- Ensure that all accidents are properly reported and investigated
- Provision of adequate information on the hazards and risks involved in undertaking working activities within the office environment. Also ensure that the necessary assessments of risk are undertaken and the implementation of control measures is effectively managed and supervised
- Provision of appropriate welfare, fire protection, first aid and emergency arrangements for each work activity
- Ensure office equipment is regularly and properly inspected and maintained
- Promotion of effective participation by all employees in joint consultation on health, safety and welfare matters
- Provision of effective training and development to ensure that all supervisors and employees are competent to undertake the allocated work activities
- Provision of effective arrangements for the appointment of competent and adequately resourced agency workers if needed to undertake work
- Provision of effective arrangements to undertake the management of health and safety throughout the companies' premises, to comply with statutory requirements and company standards. Such arrangements will include the provision to take advice and guidance from the health and safety manager and undertake regular inspections and audits.
- Ensure all documentation on health and safety issues are kept up to date
- Notify the Health and Safety Executive, where necessary, of accidents
- Set a good personal example by always wearing the appropriate personal protective equipment etc. when on site
- To assist in the monitoring and review of the company policy when requested

# Office Staff

- Understand, as far as it affects their job role, the requirements of the companies procedures, guidance and instructions and apply them to there work activities
- Comply with the company safety policy
- Follow instructions, working methods and any other procedures or information for safe and healthy working
- Pay particular attention to fire precautions and emergency procedures
- Undertake any training provided or development necessary to refresh or enhance their job competence
- Report hazards and defects in equipment
- To ensure that security arrangements are followed in terms of offices and premises
- Keep offices tidy, free from obstructions and fire risks
- Suggest ways of eliminating hazards
- Report any injuries or dangerous incidents
- To assist in the monitoring and review of the company policy when requested

# Site Operatives

- Understand, as far as it affects their job role, the requirements of the companies procedures, guidance and instructions and apply them to there work activities
- Comply with all health and safety instructions, information or training given
- Co-operate on all matters regarding health and safety
- Undertake any training provided or development necessary to refresh or enhance their job competence
- Use the personal protective equipment that is provided
- Only operate plant and equipment you have been trained on
- Use tools and equipment safely, in compliance with the training provided
- Visually inspect plant and equipment at the start of the shift and report any damage to the supervisor and/or site manager
- Complete daily machine inspection sheets at the start of every shift
- Report to supervisors any health and safety risks that may occur
- Refrain from horseplay and the abuse of welfare facilities
- Warn new employees of known hazards
- Do not improvise, use the correct tools and methods for the job
- Do not misuse anything provided for health, safety or welfare
- Ensure machinery and equipment are isolated when not in use
- To assist in the monitoring and review of the company policy when requested

All employees are required to co operate fully with the measures outlined within this health and safety policy and arrangements.

All employees are reminded of their own duties under the Health and Safety at Work Act, to take care of their own safety and that of others who may be affected by their actions and to abide by the health and safety rules.

All employees of Elite Maintenance Property Services are required to inform their supervisor or site agent/manager of any situation which may represent a serious or immediate danger to any person, or which in their own opinion, represents a shortfall in a reasonable provision of health and safety.

# Environmental Statement

Elite Maintenance Property Services recognises the need to protect the environment for the benefit of society and will make environmental considerations an integral part of its business activities.

It is committed to keeping its impact on the environment to as low a level as reasonably practicable together with meeting our customer needs at affordable costs. It recognises that good environmental management is achieved through knowledgeable and appropriately trained staff anticipating and eliminating potential problems through good work planning and practice.

**Andrew Orme**

Managing Director

November 2016