

The Health and Safety at Work etc. Act 1974
TWR Commercial Limited
HEALTH & SAFETY POLICY STATEMENT

TWR Commercial Limited is a company committed to the pursuit of excellence - in the quality of services offered to its customers, and the standard of health and safety provisions it makes.

We are committed to ensuring the health and safety of our employees and any visitors, contractors and members of the public with whom we may come into contact in the course of our business activities.

It is our intention to promote standards of health and safety provision, which will minimise risks and to avoid accidents and ill health.

The standards, which we seek to attain, will never knowingly be lower than those prescribed by the Health and Safety at Work etc, Act 1974, and its associated legislation. Our aim is always to exceed those standards.

The Company expects all employees to comply with the relevant legal requirements and also to observe its rules, policies and procedures, which are designed to provide a safe and healthy working environment.

Observing safety precautions and procedures is a vital aspect of management control.

The Company expects that its Managers, Supervisors and Sub-contractors will, at all times, carry out their duties in the full knowledge that any shortcomings in health and safety performance will be viewed as seriously as shortcomings in any other area of performance.

All employees have a duty under the Health and Safety at Work etc, Act 1974 to take care of themselves and others who may be affected by their acts or omissions.

All employees must, at all times, co-operate with their Managers and Supervisors in adhering to legal requirements and the Company rules, policies and procedures.

Any employee who fails to so co-operate or who, in any way, compromises the standards of health and safety, which this Company seeks to attain, will be subject to the appropriate disciplinary procedures.

All employees are encouraged to take a keen interest in health and safety issues and are assured that any suggestion or proposal for improving the Company's health and safety performance will receive serious consideration.

In demonstration of our commitment to the highest standards of Health and Safety at Work, the Managing Director, Terry Richardson has overall responsibility but delegate's responsibility to Michelle Hutchinson (Commercial Manager) for health and safety to all employees.

Terry Richardson

Position: Managing Director

Date: 14-04-10

The Health and Safety at Work etc. Act 1974

TWR Commercial Limited
HEALTH & SAFETY POLICY
STATEMENT OF INTENT

RESPONSIBILITIES

1. The overall and final responsibility for health & safety for TWR Commercial Limited is that of Terry Richardson, Managing Director.
2. The day-to-day responsibility for ensuring this policy is put into practice is delegated to Michelle Hutchinson, Commercial Manager.
3. The organisational chart shows the chain of command and responsibilities towards health & safety within the company: -

TERRY RICHARDSON
Managing Director
Responsible for the Health & Safety
of all Employees

Michelle Hutchinson
Commercial Manager Nominated/Delegated
Person responsible for implementing the
Health & Safety Policy
Fire, Evacuation Policy & Procedures

Paul Morrison
Factory Manager
Responsible for
Quality and R&D
Training and Health and
safety systems and
working practices

Supervisor
Alan Walker

Operators

All Employees have a duty to act and work safely following company training and are also responsible for the safety of work colleges in the work place

4. To ensure health & safety standards are maintained/improved, the following People have individual responsibility in the following areas: -

NAME	RESPONSIBILITY OF AREA/MACHINE/PROCESS
Michelle Hutchinson	Reception area and all visitors to the factory. All office equipment contained within the office complex.
Paul Morrison	Fabrication Factory Area – UPVC and Aluminium

5. All employees have to: -
- Co-operate with supervisors and managers on health & safety matters;
 - Not interfere with anything provided to safeguard their health and safety;
 - Take reasonable care of their own health & safety; and
 - Report all health & safety concerns to an appropriate person (as detailed in this policy).

ARRANGEMENTS

Risk Assessments

6. Risk Assessments will be undertaken by: -

NAME	RISK ASSESSMENT OF AREA/MACHINE/PROCESS
Michelle Hutchinson	Reception area and all visitors to the factory. All office equipment contained within the office complex.
Michelle Hutchinson	All aspects

7. The findings of the Risk Assessments will be reported to: -

The Managing Director and all Employees of the company

8. Action required to remove/control risks will be approved by: -

The Managing Director

And Michelle Hutchinson will be responsible for ensuring the action required is implemented.

Michelle Hutchinson will check that the implemented actions have removed/reduced the risks.

Risk Assessments Reviews

9. Risk Assessments will be reviewed on a yearly basis or when the work activity changes, whichever is soonest.
10. Risk Assessments will also be reviewed immediately following an accident in the work place. Risk Assessments will be reviewed by those named in sub section 6 or by another named member of staff as detailed by Michelle Hutchinson.

Consultation with employees

11. Either Michelle Hutchinson or through an elected representative, Paul Morrison will consult employees on matters affecting their health & safety in the work place.

NAME OF EMPLOYEE REPRESENTATIVE AND FOR CONSULTATION WITH EMPLOYEES	WORK LOCATION
Michelle Hutchinson	Main Office Complex and factory

12. If the business recognises a trade union and a trade union has appointed a safety representative, the company will consult them on matters affecting the employees they represent.

Health & Safety Committee

13. The health & safety committee is made up of the following employees listed below and headed by Michelle Hutchinson

The role and aims of the committee is to: -

- a. Meet twice a year and allow the committee representatives to bring the, associated health & safety problems within the work place to the attention of management in a formal company procedure and a record of recorded minutes of the meeting.
- b. the committee will investigate all accidents with in the work place and analyse the causation factors and the control measures implemented to reduce all accidents in the work place.

NAME	POSITION TITLE	WORK AREA	REPORTS ON
Laura Richardson	Office manager	Office Complex	Reception area and main office
Michelle Hutchinson	General Manager	All aspects	Sites
Paul Morrison	Factory Manager	Factory Floor	Machinery

Changes to the Policy

14. All changes to the policy will be made on the company notice board situated at the rest area in the factory and the Health & Safety Company Rep will brief personnel affected by the change/addition. Training maybe required for a new post or change of individual and this will be made through annual Staff Development Training.

Safe Plant and Equipment

15. Paul Morrison will be responsible for the identifying all equipment/plant needing maintenance.

Paul Morrison will be responsible for ensuring effective maintenance procedures are implemented and maintenance records are maintained.

Any problems found with plant/equipment should be reported to Terry Richardson.

Paul Morrison will check and routinely inspect plant and equipment and that any new plant and equipment meets health & safety standards before it is purchased.

Safe Handling and Use of Substances

16. Michelle Hutchinson will be responsible for identifying all substances, which require a Control of Substances Hazardous to Health (**COSHH**).
17. Michelle Hutchinson will be responsible for undertaking **COSHH** assessments and will be responsible for ensuring that all actions identified in the assessments are implemented.
18. Paul Morrison will be responsible for ensuring that all relevant employees are informed about the **COSHH** assessment and will check that new substances can be used safely before they are purchased.
19. **COSHH** will be reviewed on a yearly basis or when the work activity changes, whichever is soonest.

Information, Instruction and Supervision

20. The Health & Safety Law poster is displayed in the staff rest area and leaflets pertaining to the work conducted by the company will be issued/available from Michelle Hutchinson
21. Health & Safety advice is available from Michelle Hutchinson.
22. Supervision of young workers/trainees will be arranged/undertaken/monitored by each factory manager and supervisor.
23. Michelle Hutchinson is responsible for ensuring that our employees working at locations under control of other employers are given relevant health & safety information.

Competency for tasks and training

24. Induction training will be arranged all new employees by Michelle Hutchinson and Paul Morrison and this will include the completion of the company induction forms by the new employee and the company person nominated to carry out the induction process.
25. Job specific training will be given/organised by Paul Morrison
26. Specific jobs requiring special training are: -

JOB/WORK AREA	TYPE OF SPECIAL TRAINING REQUIRED	COMPETENT PERSON TO GIVE SPECIAL TRAINING
Fabrication Factory Area – Upvc	Elumatic Cutting and machining centre 4 Headed Welders Quad Welder Cnc Corner cleaners	Paul Morrison Phil Calvert
Fabrication Factory Area – Aluminium	Auto double headed saw Cnc Machine centre	Paul Morrison Alan Walker

27. Employees training records are kept at the main administration office and maintained by Paul Morrison
28. Training will be identified following the initial induction procedure and there after future staff development will be identified during the staff annual appraisal. Further identification of training will be given if any changes are made to an employee's job role or when an employee requests further job role training.

Accidents, First Aid

29. Will begin Health Surveillance procedures
30. Michelle Hutchinson at the General Managers office will keep health surveillance records.
31. The first aid boxes are kept at in the main factory office and shop floor areas.
32. The appointed person(s) first aides are: -

NAME	LOCATION	APPOINTED/FIRST AIDER
Michelle Robson Laura Richardson Joe Thompson Phil Calvert Alan Walker Kevin Wright	Office Office Factory Factory Factory Factory	First Aider

33. All accidents and cases of work-related ill health are to be recorded in the accident book.
34. Factory office keeps the location of the accident book.
35. Michelle Hutchinson is responsible for reporting accident, diseases and dangerous occurrences to the enforcing authority.

Monitoring

36. To check and confirm our working conditions, and ensure our safe working practices are being followed, we will: -
 - a. **Actively**: Michelle Hutchinson will carry out inspections and complete reports for submission to the management. Either on the spot checks/visits or by requesting for a safety representative to conduct an inspection on a work process.
 - b. **Reactively**: Michelle Hutchinson is responsible for investigating all accident and sickness absences that occur. Inspecting all accidents will be a way of reviewing the company safety systems and an increase of work absence due to ill health by employees suffering similar ailments may identify a problem with their jobs causing ill health.
37. Terry Richardson is responsible for acting on accident investigation findings to prevent a recurrence.

Emergency Procedures – Fire and Evacuation

38. Michelle Hutchinson is responsible for ensuring the fire risk assessment is undertaken and implemented.
39. Escape routes are checked by Paul Morrison and Laura Richardson every day.
40. Fire extinguishers are maintained and checked by contractor on an annual basis and Michelle Hutchinson does record in the fire logbook.
41. The emergency alarm is tested by Paul Morrison every month and recorded in the fire logbook.
41. Emergency evacuation will be tested every six months and recorded in the Fire logbook.

Welfare Arrangements

42. Staff rest area is situated in the factory. Facilities exist for hot/cold drinks and a seating area.
43. Toilet/washing facilities male and female are available within the factory unit and one designated for females.

Grievance Procedures

44. Stage 1.

If you have a grievance about your employment, you should first raise it orally with your immediate supervisor, who should give you a reply within 2 working days.

45. Stage 2.

If the reply given at stage 1. does not satisfactorily resolve the grievance, you should detail the grievance in writing. The written grievance will then be submitted to the office manager.

46 Stage 3.

If the matter is not resolved satisfactorily within 5 working days, you may elect to appeal to the managing director, who will give a decision within 5 working days. This decision will be final.