

## Health and Safety Policy

### 1. Policy Statement

It is the policy of C&J Mechanical Services that its work activities will be carried out in a manner that does not needlessly or recklessly expose any member of its workforce to risks to their health or safety. It is also the policy of C&J Mechanical Services to ensure the way that it, and its employees, carries out their work activities, in a manner that does not expose other people, not employed by C&J Mechanical Services, to risks to their health or safety.

C&J Mechanical Services will take all reasonably practicable steps and measures in its power to ensure that the objectives of the foregoing statement are met. The Management of C&J Mechanical Services have the responsibility of implementing this policy throughout the business, and they must ensure that Health and Safety considerations are given priority in planning and day-to-day supervision.

All employees are expected to co-operate with C&J Mechanical Services in carrying out this policy and must ensure that the way in which they carry out their work activities conform to the general and, where appropriate, specific objectives and instructions contained within this Policy Statement. Failure to conform to the requirements of this Policy Statement will be considered to be gross misconduct and will be subject to disciplinary action.

Overall responsibility for health and safety which includes ensuring that C&J Mechanical Service's Safety Policies and Procedures are suitably managed enforced and revised as appropriate on behalf of C&J Mechanical Services falls to:

*Kevin Stranks*

The person who has particular responsibility for health and safety and thus for the provision and revision of this Policy Statement is:

*Kevin Stranks*

A copy of this Policy Statement, together with all appropriate procedures and appendices, necessary to ensure its effect implementation, will be displayed and available for inspection at:

*18 Lilac Close  
Purley On Thames  
Reading  
Berkshire  
RG8 8TG*

This Safety Policy Statement will be reviewed and revised on an annual basis.

Signed ..



.....(Director).....

Date

June 2011

**(PERSON, POSITION)**

## **Health and Safety Policy**

### **2. Organisation**

Responsibility for establishing policy matters relating to health and safety issues and for ensuring that Policies are implemented lies with:

*Kevin Stranks*

In addition all employees have responsibilities towards health and safety.

Responsibility for ensuring that the Health and Safety Policy is effectively implemented on a day to day basis lies with:

*Kevin Stranks*

Including:

- Ensuring compliance with the Policy.
- Health and safety training.
- Responding to individual and group safety concerns.
- Maintaining contact with relevant advisors.

### **3. Monitoring of Safety Policy**

Monitoring the effectiveness of the Health and Safety Policy is essential to maintaining a safe and healthy working environment and particular attention will be paid to:

- The accident and ill health record of C&J Mechanical Services.
- The standards of compliance with legal requirements of codes of practice relating to health and safety.
- The extent of compliance with the organisation and arrangement of sections of the Companies Policy Statement, including in particular the Safe Systems of Work developed by C&J Mechanical Services to meet its own needs.

## **Health and Safety Policy**

### **4. Arrangements for Implementation of The Safety Policy Statement of**

To give effect to C&J Mechanical Service's Safety Policy Statement, the following pages have been produced. They are written in the form of instructions and guidance to all employees, as well as members of C&J Mechanical Services' management. They form the basis of how safety is to be integrated into this company's working practices.

No instructions can cover all eventualities, but in general C&J Mechanical Services will strive to comply with and be guided by the following pieces of health and safety legislation and their associated Codes of Practice.

Health and Safety at Work etc. Act 1974

Environmental Protection Act 1990

Control of Asbestos Regulations 2006

Control of Noise at Work Regulations 2005

Control of Substances Hazardous to Health Regulations 2002

Electricity at Work Regulations 1989, IEE Regulations 16th Edition

Regulatory Reform (Fire Safety) Order 2005

Health and Safety (First Aid) Regulations 1981

Health and Safety (Safety Signs and Signals) Regulations 1996

Health and Safety (Young Persons) Regulations 1997

Management of Health and Safety at Work Regulations 1999

Manual Handling Operations Regulations 1992

Provision and Use of Work Equipment Regulations 1998

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

Work at Height Regulations 2005



## **Health and Safety Policy**

### **5. Training**

Training is seen as an essential element in the raising of standards of health and safety practice. C&J Mechanical Services will therefore ensure that all employees have had or are given adequate training for the tasks they are to perform. A record of each employee's training history will be maintained at C&J Mechanical Service's offices.

As a general rule, no employee will be expected to perform any task, operate any piece of plant or equipment unless adequate training has been given, or is working under the direct supervision of some other employee or sub-contractor who is so trained.

Safe systems of work will be devised to indicate to all employees and sub-contractors the manner in which certain tasks are to be performed.

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### **6. Review**

The Health and Safety Policy will be reviewed on an annual basis and updated to include new risks and changes in procedures or responsibilities when required.