HEALTH & SAFETY POLICY

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General Statement of Policy

Matthias Construction Materials (SE) Limited believes that excellence in health and safety are essential to good business practice.

In accordance with The Health & Safety at Work etc Act 1974, The Management of Health & Safety at Work Regulations 1999 and other applicable legislation, MCM (SE) Ltd recognises its responsibilities to all its employees (and also to others who might be affected by its activities).

In so far as is reasonably practicable, MCM (SE) Ltd will endeavour to conduct its operations, in a manner which recognises the health and safety needs of employees and / or other persons likely to be affected.

To achieve this objective, MCM (SE) Ltd will focus on:-

- A safe place of work and access.
- A safe working environment and adequate welfare facilities.
- Safe equipment.
- Safe handling, storage, transport and maintenance of articles and substances used at work.
- Information, instruction, training and supervision.

Both the involvement and support of all employees will be encouraged to better achieve our Health & Safety objectives.

The allocation of duties in this policy is set out in the section entitled Roles & Responsibilities and the detailed arrangements are in section entitled Arrangements for Health & Safety.

This policy will be reviewed as often as is necessary to ensure it keeps up to date of current legislation, continues the management of health and safety to help reduce accidents and promotes a health and safety culture.

Matthias Construction Materials (SE) Ltd. _____

Objectives

The objectives of this policy are:-

- To promote high standards of health, safety and welfare within MCM (SE) Ltd and to comply with relevant statutory provisions.
- To promote a positive health and safety culture and encourage an attitude of responsibility and co-operation at all levels.
- To commit to the provision of adequate time and resources necessary to encourage the effective implementation of the Policy.
- To identify duties and delegate responsibility throughout the organisation.
- To create and maintain a safe and healthy place of work for all employees, contractors and visitors to our premises.
- To facilitate, so far as is reasonably practicable the health, safety and welfare of persons not in our employment, but who could be adversely affected by our work activities.
- So far as is reasonably practicable, to provide employees with adequate instruction, training and supervision and to ensure that training will be repeated as often as considered necessary.

Safety Roles & Responsibilities

The policy statement confirms the commitment of Matthias Construction Materials (SE) Ltd, as far as is reasonably practicable, an acceptable level of safety.

Health and safety responsibilities are as follows:

Managing Director

- To make available sufficient resources for the development, implementation, monitoring, update and adaptation of the company health and safety policy.
- To liaise and work with the Office Manager and Employees etc to continually improve health and safety within MCM (SE) Ltd.
- Liaise with employees on matters relating to health and safety.
- Liaise with the Office Manager to make arrangements for employees to receive appropriate health and safety training.
- Ensure reporting to the enforcing authority of any accidents and instances of ill health and dangerous occurrences which are notifiable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995).
- Ensure the provision of adequate first aid resources in accordance with current legislation.
- Provide adequate time and resources to maintain satisfactory levels of health and safety.
- Ensure, where appropriate, the activities of all contractors and sub-contractors working on our premises to ensure they are working safely and not to the detriment of other persons.

Office Manager

- Report to the Managing Director on matters relating to health and safety.
- Support the day to day responsibility for implementing health and safety and will endeavour to maintain safe working practices in line with MCM (SE) Ltd Health & Safety Policy statement.
- Endeavour to ensure that the risks associated with the work activities carried out within their area of responsibility are adequately assessed to the best of their ability and knowledge at that time, or seek further assistance / advice if not.
- Maintain acceptable standards of housekeeping.
- Make provision for adequate first aid facilities.
- See that health and safety information, instruction and training is provided and that no person undertakes any duty for which they have not received suitable and sufficient training.

- In the event that a concern is reported or identified, to take immediate action to remedy or isolate any hazardous situation or unsafe act in order to prevent an injury or dangerous occurrence as far as is reasonably practicable.

- Make appropriate arrangements for all accidents and dangerous occurrences to be reported clearly, accurately and promptly in accordance with the company procedure.

- Liaise with the Managing Director or seek other specialist advice as appropriate on issues which require further clarification or specialist knowledge on matters relating to health and safety.

- Endeavour to ensure that equipment is used for their intended purpose, to their designed function and in compliance with any relevant legislation in a safe and proper manner.

- Investigate and report any damaged or defective equipment is repaired prior to re-use.

- Report and initiate the company disciplinary procedure in the event of an employee interfering with equipment, signs or systems provided in the interest of Health & Safety.

- Provide the necessary resources for the communication of specific health and safety information to all employees as necessary.

- Help the company to interpret and implement changes in legislation.

- To ensure the following notices are obtained and displayed:

    a) Signed copy of the health and safety policy statement
    b) Employers' liability insurance certificate
    c) Health and safety law poster

    And the following documents held:

    a) Accident book
    b) RIDDOR report forms

Employees

As stated in the "Health & Safety Policy Statement" all employees have a duty to support the Office Manager in their health and safety function.

The company will endeavour to communicate this policy to employees who do not have a good understanding of English.

Employees will:-

- Comply with MCM (SE) Ltd Health and Safety Policy Statement and carry out all operations and work as trained and instructed.

- Not perform any work or use any machinery for which they are not suitably trained, authorised and deemed competent to use.

- Use equipment correctly.
- Report to the Office Manager any incident or defect to equipment which has led, or may lead, to danger, damage or injury.
- Co-operate with MCM (SE) Ltd in complying with health and safety legislation.
- Report injuries, accidents and near misses immediately to the Office Manager or appointed First Aider.
- Ensure that anything provided in the interests of health and safety is not intentionally or recklessly interfered with or misused.

Visitors to MCM

- Where applicable, all visitors will be expected to comply with our health and safety policy and safe working practices.
- All visitors are expected to report to member of staff any accident, incident or illness occurring to them whilst in the office.

Arrangements for Health & Safety

The Management of Health and Safety at Work Regulations 1999 requires employers to establish appropriate arrangements for planning, controlling, monitoring and reviewing health and safety measures.

Induction and Training
It is MCM (SE) Ltd responsibility to inform, instruct, equip and train their employees so that they may carry out their duties in a safe and efficient manner. New employees will be given induction training as soon as is reasonably practicable.

Employees should only be given work which they are capable and competent to do safely. Inexperienced employees, trainees or young people must be given additional supervision based on specific risk assessments.

Persons should be prohibited from doing work for which they have not been appropriately trained.

Risk Assessment
MCM (SE) Ltd is responsible for the identification and assessment of risk in relation to Regulations made under the Act.

Risk assessments will be planned, organised and implemented by the MCM (SE) Ltd Office Manager. This will be subject to an annual review. Any findings will be reviewed and, where appropriate, training provided.

Equipment
All equipment provided for use at work should meet a suitable standard for purposes of health, safety and welfare compliance.

All equipment will be suitably maintained to ensure the safety of users.

Employees should carry out visual checks of all equipment before use and report defects. Damaged or defective equipment which may affect the health and / or safety of any person will be removed from use until it is repaired / serviced or replaced.

Accident Prevention, Investigation and Reporting
A first aid box and an accident book are provided. All injuries should be treated and all injuries are to be entered into the accident report book. This should also include accidents to external members of the public, contractors and visitors to our offices.

All accidents will be investigated to determine the basic facts and severity. Where necessary a more in depth investigation will be conducted and if appropriate statutory notifications will be made in accordance with RIDDOR.

Electricity
Arrangements are in place to ensure that portable electrical appliances are regularly examined. The use of electrical extension cables should be minimized to prevent trip hazards.

Electrical cables and equipment should not be allowed to come into contact with water or other liquids.

Workplace Safety and Welfare
Consideration will be given to:

- Heating
- Lighting

- Temperature
- Toilet facilities
- Falls or falling objects

Smoke Free Policy
MCM (SE) Ltd operate a smoke free environment. Smoking is prohibited in all enclosed spaces. This policy applies to all employees, contractors, sub-contractors clients and visitors.

Fire
MCM (SE) Ltd has a responsibility to assess the risk of fire and to implement control procedures to minimise that risk.

Portable fire fighting extinguishers will be maintained on an annual basis and where applicable, employees will be trained in their use.

Fire evacuation procedures / action plans will be prominently displayed and MCM (SE) LTD will carry out fire evacuation practices at agreed times.

Display Screen Equipment
It is MCM (SE) Ltd policy to conduct risk assessments of Display Screen Equipment workstations and employ appropriate measures where necessary.

Waste Control
Environmental legislation requires that MCM (SE) Ltd dispose of all wastes in an appropriate manner. All waste is disposed of by licensed contractors.

Visitors, Contractors and Temporary Workers
With regard to workplace activities, where applicable all visitors contractors and temporary workers attending our premises will be expected to comply with our health, safety and welfare policy and rules and procedures.

Inspections and Reviews
Safety audits of the premises will be undertaken from time to time and appropriate measures implemented.

Should an employee have any concerns or observe any problems in the health and safety arrangements they should report it to the Office Manager or Managing Director.