

Samka Architectural Solutions Limited  
1 London Court  
East Street  
Reading RG1 4QL



**COMPANY  
SAFETY POLICY**

**Incorporating**

**HEALTH, SAFETY, WELFARE and  
HARASSMENT**

## STATEMENT OF INTENT

It is the policy of Samka Architectural Solutions Limited to always work with due regard to Health, Safety and Welfare as stated within this policy.

To promote equally the duties of Management and Employee's in regard to personal responsibility to prevent injury to themselves or to others.

Review and update this policy on a regular basis

## ORGANISATION FOR SAFETY

The responsibility for Health and Safety, and the implementation of the Company Safety Policy, rests with the Managing Director. However, all Managers, Supervisors, Foreman, Chargehands, etc. must recognise the need and accept the responsibility for the safety at work of employees under their control. In addition, they must ensure that there is adequate delegation of these duties when they are absent. Managers are ultimately responsible to the Managing Director to ensure that the Safety Policy is brought to the notice of all employees in respect of sites, workshops and offices.

The company has an appointed Safety Consultant, whose role it is to provide advisory support on all Safety related matters, to advise on current and future requirements and carry out site, workshop and office safety inspections and bring to the attention of management any deficiency observed, and for stopping any operation where the company's employees or other persons are at serious risk,

## ABBREVIATIONS

<b>H S E</b>	Health and Safety Executive
<b>E M A S</b>	Employment Medical Advisory Service
<b>C O S H H</b>	Control of Substances Hazardous to Health
<b>M H S W R</b>	Management of Health and Safety at Work Regulations
<b>C D M</b>	Construction Design and Management Regulations

## DEFINITIONS, within this policy

Managing Director

Nigel Bessant has the written responsibilities and duties for Health, Safety, Welfare and Environment matters

Safety Consultant

A Safety Professional advising Directors, Managers, Site Supervisors and Employees on safety matters including site inspections and audits

Manager

A Manager/Supervisor on site, overseeing the site on a daily basis

## **DIRECTOR**

- 1.1) Responsibility for Health and Safety of the company's Safety Policy, receive reports on the effectiveness of it, take recommendations for improving the Safety performance of the company and implementing any changes that may from time to time be decided.
- 1.2) Have knowledge of the obligations under the Health and Safety at Work Act 1974, and relevant regulation under that Act and other appropriate regulations and to keep acquainted with any new or revised legislation.
- 1.3) Make arrangements for safety training for management and operatives, and to treat the Health and Safety of employees as a matter of importance equal to the other functions of a Director.
- 1.4) Investigating the cause of accidents or dangerous occurrences and recommending means of preventing recurrence.

## **SAFETY ADVISOR/CONSULTANT**

- 2.1) Accountable to the Director for the company Safety Policy, for the monitoring and assessment of the overall effect of the Safety Policy, improve the company's safety performance, enhance the company's reputation in accident prevention, create within the company a positive health and safety awareness and attitude at all levels of employees from Directors to Operatives.
- 2.2) Carry out site inspections in association with site management and supervisors to ensure that all regulations are being observed and statutory notices have been posted. Mess rooms, washing facilities and other welfare amenities have been provided and are properly maintained.
- 2.3) Liaise with official and professional bodies e.g. HSE, EMAS, Fire Authority, Local Authority, Local Government Authorities, and Professional Institutes.

## **MANAGER**

- 3.1) Produce the Safety Plan for each 3 month period with input, if required, from the Director and Safety Advisor
- 3.2) Have a clear understanding of working methods and procedures. Assist with risk and substance assessments specifically highlighted on the hazardous task schedule, once work has started that the work is carried out in accordance with Regulations, and company policy requirements.
- 3.3) Implement the provision and maintenance of a safe working environment and system of work. Ensure compliance with statutory and company regulations and all other regulations applicable to construction and related industries, duties associated to the company's appointment of duty holders under the Construction Regulations.

- 3.4) Control all employees and contractors. To establish safe and healthy systems of work, provide written instructions to establish working methods to clearly define the sequence of operations, make risk and substance assessments, and outline potential hazards at each stage of the operations. Monitor records, registers and other documentation as required
- 3.5) Ensure that all site plant and equipment including vehicles are safe to use, mechanically sound, free from defects, properly maintained and where applicable, copies of the statutory, test and/or thorough examination certificates are up to date and available while the plant or equipment remains on site
- 3.6) Establish procedure to ensure that adequate and suitable protective clothing and equipment is readily available, issued with information and, where necessary, training in its use, to the appropriate operatives at task allocation briefings, and to monitor that such equipment is properly used as instructed and all defective or lost equipment is replaced and recorded.
- 3.7) Establish procedures for fire and emergency action to be taken in the event of serious and imminent danger, to appoint a competent person to implement the procedures laid down and ensure that the competent person(s) nominated, have received sufficient training to undertaken those duties.
- 3.8) Co-ordinate with the Contractors and all others, affected by the works, in the exchange of information and co-ordination of measures and procedures, to be taken in the event of emergency, dangerous occurrences or risks arising from or connected to any site undertakings
- 3.9) Establish procedures for daily and weekly safety inspections, and monitor that all activities are undertaken in a safe manner
- 3.10) Ensure that all accidents, injuries and dangerous occurrences are promptly reported to the safety advisor.

## **OPERATIVES**

- 4.1) Accountable through the chain of line management to their Manager, to co-operate with him or any other persons in so far as is necessary to enable them to comply with any duty or requirement imposed on them by any legal provisions and policy requirements.
- 4.2) Take reasonable care for the health and safety of themselves and others who may be affected by their activities, avoid improvisation which involves risk and where appropriate make suggestions on ways of eliminating hazards.
- 4.3) Comply with the instructions on the safe systems of work and correct use of tools, plant and equipment.
- 4.4) Do not work unless you are aware of the risk and/or substance assessments and the control measures required.

- 4.5) Use correctly and take care of any personnel protective clothing and safety equipment supplied to them and report any defects to their immediate Supervisor.
- 4.6) Do not use or operate any items of plant or equipment including vehicles unless competent and authorised to do so.
- 4.7) Refrain from horseplay, the misuse of safety equipment and abuse of welfare facilities; obey warning signs and notices.
- 4.8) Cooperate in the investigation of accidents with the objective of introducing methods to prevent a recurrence.

#### **ALL EMPLOYEES**

- 5.1) All employees should have basic knowledge of the law governing the activities that they are employed upon. To this end the company expects all of its employees to familiarise themselves with the requirements of this policy and to assist and co-operate with the company in its efforts to prevent accidents and ill health.
- 5.2) It is also the statutory duty of every employee to observe and conform to their obligations under the Health and Safety at Work Act 1974 and regulations made under that act.
- 5.3) It is the company policy to be alcohol and drugs free and we require that all employees adhere to this. No employee shall be at work, including travelling to and from work, whilst under the influence of alcohol or drugs of abuse.

#### **CONTRACTORS, SUB-CONTRACTORS**

- 6.1) In the common commitment to health and safety, and within its considerations for tenders, it is a requirement of the company that every contractor and sub-contractor and self employed person, shall in accordance with the terms and conditions of the contract agreement, be required to strictly comply to the obligations under the Health and Safety at Work Act 1974, all other statutory acts and regulations, and the company Health and Safety Policy, (the provisions of which the sub-contractor shall be deemed to have notice of and have allowed for the cost of these provisions within their tender).

#### **HARASSMENT**

- 7.1) All forms of harassment and behaviour that is unwelcome and unwanted, having implications affecting the dignity of an individual at work. This will not be tolerated by the Company, and could lead to legal action and dismissal. It is the Company's wish to maintain a decent and respectable workplace for all. A formal complaint about harassment should be made through Wayne Barney or Nigel Bessant

## **IMPLEMENTATION OF THE POLICY**

### **HAZARDS OF THE WORK PLACE**

8.1) The hazardous operations associated with the activities of the company are those normally encountered in the industry and most are summarised as follows: -

- Trips and Falls, on the level or from Height.
- Falls of objects or materials.
- The safe use of plant and equipment.
- Handling, use, storage and transportation of materials and substances.
- Operation involving grinding, chipping, sanding etc.
- Exposure to hazardous substances.
- Environmental and health problems such as dust, fumes, vapour, noise etc.

Nigel P Bessant

Managing Director