

WEYMEDE Residents Society Ltd

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This is the Health and Safety Policy Statement of Weymede Residents Society Ltd

Our statement of general policy is

- It is the Society's policy to ensure, so far as is reasonably practicable, the health, safety and welfare at work of its staff, and visitors to its premises. In doing so it will comply fully with all health, safety and welfare legislation. It will apply the principles set out in the relevant Codes of Practice as may be approved by the Health and Safety Commission.
- To ensure adequate control of the health and safety risks arising from work activities carried out in Weymede.
- To ensure all employees/contractors are competent to do their tasks, and where appropriate to give them adequate training
- To prevent accidents and cases of work related ill health
- To maintain safe and healthy working conditions
- To review and revise this policy annually

- Our stated aims and objectives for the year 2007/8 are
 - To ensure all H&S documentation is brought up to date

Signed

Date May 2007

Tim Buckell

Chairman

WEYMEDE Residents Society Ltd

Section 1.2 Duties and Responsibilities

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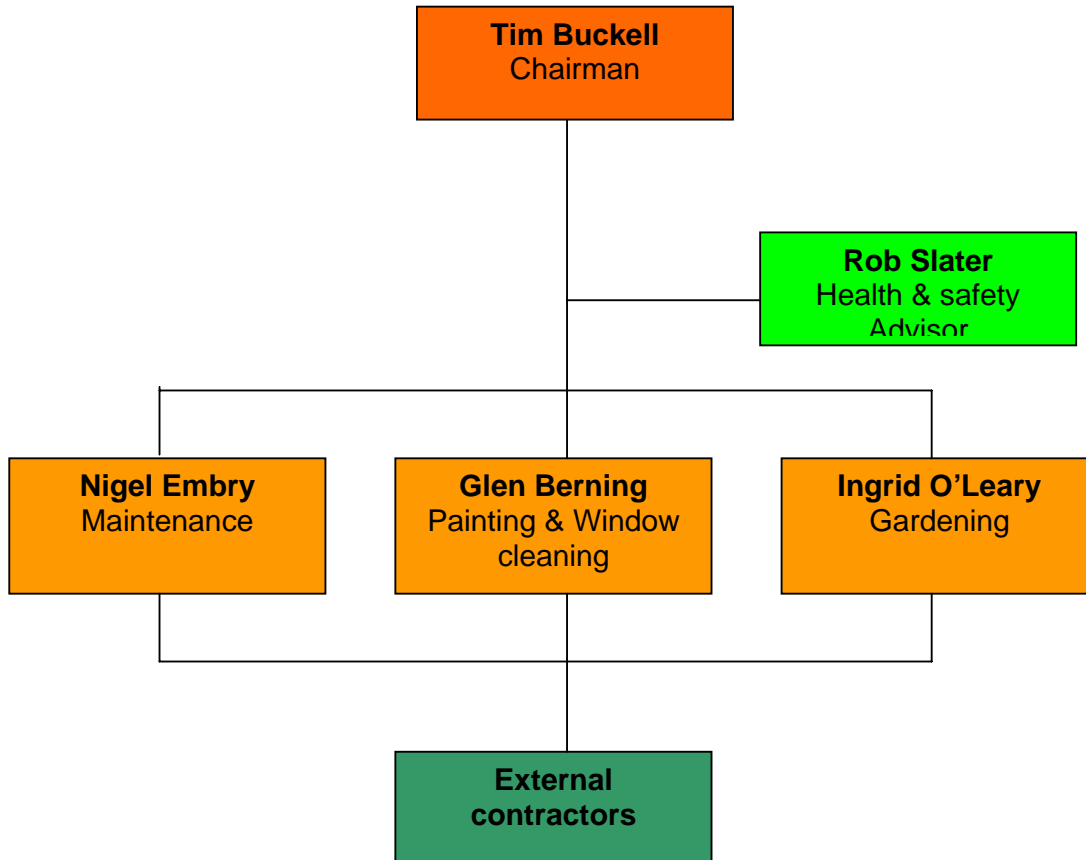
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1.2. Organisation

DUTIES AND RESPONSIBILITIES

The following pages contain a description of responsibilities and duties of company officers, staff, consultants and subcontractors. The diagram below shows the hierarchy for the reporting of Health and Safety matters, accidents or near misses

Management Organisation for Health and Safety



Health & Safety Consultants
Manor House Health and Safety
1 Queensmount
Five Ashes
Sussex TN20 6LH

Tel: 01825 830123
Fax: 01825 830755
Mobile: 07792 827954

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The overall responsibility for health and safety lies with the Chairman, Tim Buckell. It will be the responsibility of Tim Buckell with the support of Rob Slater (Manor House Health & Safety) to keep all personnel advised as to their responsibilities in respect to health and safety matters.

Weymede Residents Society Ltd recognises and accepts its responsibilities under the Health and Safety at Work etc Act 1974 including

- providing and maintaining a safe and healthy place of work
- providing information, instruction, training and supervision
- providing and maintaining plant and equipment and safe systems of work
- ensuring safe access to the places of work
- the prevention of accidents and work related ill health

Weymede Residents Society Ltd are also committed to the requirements of the Management of Health and Safety at Work Regulations 1999 and other Regulations that apply to the work activities.

The management of Weymede Residents Society Ltd are committed to achieving higher standards of health and safety through monitoring performance and continuous improvement of the health and safety culture throughout the company. To this aim they have employed the services of Manor House Health and Safety to advise the Directors and monitor the health and safety performance of the company.

Through its Health and Safety Consultants, Weymede Residents Society Ltd will provide adequate arrangements for the regular assessment of all areas of work activities in order to identify hazards and control the risk of injury, disease and dangerous occurrences arising.

Weymede Residents Society Ltd recognises that the talent and energy of the men and women who work for it are its most valuable assets. Weymede Residents Society Ltd are therefore fully committed in providing, safe and healthy working conditions and welfare for all of its employees and those who may work for us or be affected by our business to ensure that the work done by them does not affect the health and safety of other contractors or members of the public.

Weymede Residents Society Ltd will strive to achieve excellence in health and safety matters and in this respect, employees and others are encouraged to co-operate with the management in all safety matters to identify hazards and reduce the risk which may exist during work activities and report any condition, which may appear dangerous or unsatisfactory. Weymede Residents Society Ltd will at all times consult with the employees and others on these matters.

Weymede Residents Society Ltd will “so far as reasonably practicable” ensure that they will provide satisfactory financial resources and support needed to meet these objectives and that systems are in place which ensure the effective planning, control and monitoring and review of the measures and arrangements are maintained.

Copies of this policy are to be available to all company employees and other interested parties.

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1.2.1 Company Duties

- a) To comply with Health and Safety at Work etc Act 1974 and all other relevant legislation, Codes of Practice, Health and Safety Executive Guidance Notes and recommendations of H.S.E. Inspectors and Environmental Health Officers during visits.
- b) The provision and maintenance of safe plant and systems of work especially in relation to hazardous and sensitive site operations.
- c) Ensuring the control of risks to health in handling, storage and the transportation of materials, articles and substances.
- d) To carry out and provide Risk Assessments, COSHH Assessments, Noise Assessments and other assessments as necessary and in consequence safe systems of work, preparing and providing method statements as required.
- e) The identification and provision of adequate information, instruction, training and supervision to ensure the health and safety of employees and any other person.
- f) The provision of any necessary Personal Protective Equipment (PPE).
- g) The encouragement of discussion of safety matters both in and outside our organisation.
- h) To permit safety representation by the employees in accordance with such regulations as the Secretary of State has prescribed.
- i) The provision of adequate welfare and First Aid facilities including trained First Aiders/Appointed Persons as required by the relevant statutory provisions.
- j) To prevent injury or damage to any person and adjacent property affected by their operations.
- k) To bring into effect proper procedures to comply with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 and to include where appropriate the investigation and reporting of the same.
- l) To ensure that all site contractors comply with relevant statutory operations.
- m) To co-operate with Local Authority and Fire Prevention recommendations and ensure that requirements under the Regulatory Reform (Fire Safety) Order 2005 and other relevant statutory provisions are met. This will include the provision of a fire risk assessment. To have contingency plans/procedures for dealing with such risks including the training of employees as necessary and the monitoring of all equipment involved in accordance with the manufacturer's recommendations.

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- n) To ensure as far as is possible that it will not allow its employees, contractors and others engaged to carry out work or operations, whilst under the influence of alcohol or controlled substances (drugs). Should any contractors appear to be under the influence of alcohol, drugs or medication likely to affect their or other's health and safety the relevant Director must be informed immediately.
- o) To make arrangements for implementing any special requirements required by the Client, the Police and Local Authority or any other interested party whilst operating in hazardous or sensitive areas.

1.2.2 Chairman/Directors Duties

The Chairman takes ultimate responsibility for health, safety and welfare throughout the Company. In conjunction with other Directors, in order to protect the safety and health of employees and others affected by the Company's operations, he will:

- a) Take reasonable steps to familiarise themselves with the hazards and risks associated with the work of the Company and with the precautions which need to be taken to eliminate or control those risks.
- b) Appoint a suitably trained and competent person to assist them in to carry out their health and safety duties. Rob Slater of Manor House Health Safety has been appointed as that person.
- c) Ensure that employees and others receive sufficient information, training and advice so that they can carry out their duties safely and competently. Ensure adequate funds and facilities are available for this purpose.
- d) With aid of the Safety Advisor, initiate the timing and review of the Health and Safety Policy and ensure it is promoted to all employees and others working on behalf of the Company.
- e) With the aid of the Health and Safety Advisor, ensure that all employees satisfactorily discharge their health and safety responsibilities allocated to them.
- f) Ensure the Health & Safety advisor is made aware of *any* reportable safety incident
- g) Ensure that the managers are adequately trained and supported to carry out their health and safety duties effectively.
- h) Ensure the safety performance of the Company is monitored and take action to remedy any identified deficiencies. In conjunction with the Health and Safety consultants, establish procedures to deal with office and site emergencies.

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- i) Before entrusting work tasks to external contractors, take into account their capabilities as regards health and safety and ensure that suitable risk assessments are carried out for all activities.
- j) Have personal knowledge of the broad requirements of the Health and Safety at Work Act etc 1974 and associated Regulations and Approved Codes of Practice.
- k) Where appropriate, ensure that all necessary PPE is provided to employees, and that instruction is given on its use
- l) Where appropriate ensure that adequate provision is made for welfare facilities at all workplaces and that adequate first aid provisions are made.
- m) Set personal example of health and safety awareness at all times by wearing appropriate PPE and by observing good practice/SSOW.

1.2.3 Health and Safety Advisor/Consultant Duties

- a) Monitor the effectiveness of the company's Policy for Health, Safety and Welfare against the safety performance of the company, and report accordingly to the Chairman/Directors with responsibility for Health and Safety.
- b) Initiate any changes, developments and amendments to the policy as and when necessary.
- c) Ensure that company Directors, Managers and Contractors are aware of their Health and Safety responsibilities
- d) Promote an interest and enthusiasm for Health and Safety matters throughout the company.
- e) Report to the Chairman/Directors on all matters relating to safety, training requirements, new safety directives and legislation and seek to establish the company's response, and, as a result, instigate the necessary changes throughout the company
- f) Inform the HSE of all notifiable accidents. Investigate notifiable accidents or dangerous occurrences and recommend means of preventing re-occurrence

Assist senior management with implementation of safety legislation by:-

- g) Obtaining and distributing copies of relevant legislation, codes of practice and guidance notes
- h) Arranging training for all employees. Providing training where appropriate.

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- i) Obtaining posters, slides, films to promote awareness of injury prevention and hazards to health.
- j) Obtain Risk Assessments and Method Statements (including COSHH, Noise, Manual Handling etc where appropriate) from contractors. Advise on manual handling requirements and give advice as to the appropriate mechanical lifting aids where needed.
- k) Conduct site monitoring inspections where required/requested.
- l) Keep in contact with official and professional bodies e.g. HSE, Local Authorities, Fire Authorities, Royal Society for the Prevention of Accidents, British Safety Council, Institution of Occupational Safety and Health etc.
- m) Supervise the recording and analysis of information on injuries and ill health; assess trends.
- n) Foster within the company an understanding that injury and loss prevention, and occupational health are an integral part of the business and operational efficiency.
- o) Arrange and chair safety meetings as required. Liaise, as required, on all matters relating to safety.
- p) Set a personal example when visiting site by wearing appropriate personal protective equipment

1.2.4 Contractor Duties

Contractors must submit a copy of their Health and Safety Policy for inspection by the Company and provide other evidence of competency as may be required. They should have personal knowledge of the requirements of the Health and Safety at Work etc Act 1974 and the associated Regulations and Approved Codes of Practice.

- a) All Contractors will be expected to comply with the Weymede Residents Society Ltd Policies for Health, Safety and Welfare.
- b) All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on Site.
- c) An Assessment of Risks associated with substances, processes or work activity on site which may be hazardous to Health and Safety, must be provided to our Director and Health and Safety Consultant before work commences. Any material or substance brought on site with health, fire or

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explosion risks must be used and stored in accordance with regulations and that information must be provided to any person who may be affected on site. No such materials will be permitted onto Weymede without prior written consent from the Directors.

- d) Any Contractors carrying out high risk activities e.g. asbestos removal, steel erection, demolition, roofing, entry into confined spaces, crane lifts, etc will be required to provide a detailed Method Statement. The Method Statement must be agreed with our Directors and Health & Safety Consultants before work begins and copies made available on site so that compliance with agreed Method Statements can be maintained.
- e) All plant or equipment brought onto site by Contractors must be in a safe and good working condition, fitted with any necessary guards, safety devices and with any necessary certificates available for checking. Any information and Assessments on noise levels of plant, equipment or operations to be carried out must be provided to the Company's Health & Safety Consultants before work commences.
- f) Wherever practicable, no power tools or electrical equipment of greater voltage than 110 volts may be brought onto site. All transformers, generators, extension leads, plugs and sockets must be to the British Standard for Industrial use and in good condition. Where no suitable 110v equipment is available, 240v plant will be used via a Residual Current Device (RCD)
- g) Any injury sustained or damage caused by Contractors employees must be reported immediately to the Weymede Residents Society Ltd Directors and Health & Safety Consultants.
- h) Contractors employees must comply with safety instructions given by their site manager/foreman and Directors of Weymede Residents Society Ltd.
- i) This Company has appointed a Health and Safety Consultant to inspect works and report on Health and Safety matters. Contractors informed of any hazards or defects noted during these inspections will be expected to take immediate action. Contractors will provide the Directors with names of the person/s they have appointed as Safety Supervisor/s.
- j) Suitable welfare facilities and First Aid equipment in accordance with regulations must be provided by Contractors for their employees unless arrangements have been made for the Contractors employees to have the use of resident's facilities.
- k) Contractors shall note that workplaces must be kept tidy and all debris, waste material, etc., to be cleared as work proceeds.
- l) All Contractors' operatives, visitors, etc., will wear the appropriate Personal Protective Equipment at all times as directed by site management, other than in areas specifically designated as 'NO RISK' areas. Signs erected on

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site stating which Personal Protective Equipment is to be worn, must be complied with by Contractors' personnel.

- m) Contractors will ensure their works area is secured against unauthorised entry, especially from children. At no time will the contractors' employees leave tools unattended in areas to which the public have unrestricted access.
- n) Any exposed edges or holes will be covered to prevent anyone falling any distance which may cause injury.
- o) The use of trailing leads will be kept to a minimum. At no time will they be permitted near stairways or across doorways. Where trailing leads must be used the general public will not be permitted.
- p) Where the Contractors' work requires him to work above ground level, he must ensure his operatives use the most suitable access equipment for the task. If this equipment includes powered MEWPS etc, he must ensure the operators carry current certification.
- q) All Contractors will ensure their employees are trained in correct manual handling techniques relevant to their trade, and shall ensure suitable lifting/moving aids are available at all times.
- r) Should any accident or near miss occur on Weymede property, the Contractor will ensure it is recorded and the Directors and Health & Safety Consultant informed. If it is reportable under RIDDOR, the Directors and Health & Safety Consultants shall be informed immediately.

This policy will be reviewed annually or when there is a change in circumstances in work practices or the introduction of new legislation.

Signed

Date May 2007

Tim Buckell

Chairman

May 2007

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1.3 THE ENVIRONMENTAL POLICY

The Environmental Policy of Weymede Residents Society Ltd is to ensure so far as it is reasonably practicable that its operations will be carried out with a commitment to protecting and enhancing the environment. The same commitment will be expected to be shown by contractors working for the company.

This is a fundamental principle of the Company's business.

It is the policy of the Weymede Residents Society Ltd that all environmental documentation and advice is based on the Company's view that environmental concern has equal stature to any other business objective. The Company aims to establish a high priority of its principles in the corporate strategy. Concern and an awareness for the environment is the responsibility of the Directors of Weymede Residents Society Ltd.

It shall be the policy of Weymede Residents Society Ltd that they will require their contractors to save and re-use as much 'waste' material as possible, and that materials which cannot be re-used by them will be sent to a recycling centre.

Weymede Residents Society Ltd therefore seeks to comply with all relevant environmental legislation and regulation. It also aims to establish higher standards of environmental performance where these are practicable and appropriate.

In the event of an environmental accident or incident at work, it is a company requirement that the details are promptly and properly reported to the Directors and the Health and Safety Consultants who will investigate, make suitable recommendations and where appropriate, take prompt action to make good and avoid recurrence.

All contractors working on behalf of the Weymede Residents Society Ltd are required to adopt environmental standards fully consistent with those of Weymede Residents Society Ltd as a condition of their contract.

OBJECTIVES

In accordance with its stated policy Weymede Residents Society Ltd has produced the following guide-lines as a sound framework for the introduction of practices to implement it. The key elements of these objectives are:-

1. Compliance with Government Legislation and Local Government Regulations.
2. Swift response to accidents or incidents that have a potential to threaten the environment.
3. The provision of advice on the safe handling of company products, or their transportation and their final disposal to customers, contractors, etc.
4. The disposal of any waste products in ways that show concern for the environment.

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5. To use only registered carriers to dispose of waste, and to recycle wherever possible
6. To encourage the developments of products, processes and equipment with concern for the future of the environment
7. To communicate freely on environmental matters with government officials, customers and members of the public
8. To carry out environmental audits when required
9. To promote environmental principles by sharing experience with regulatory bodies, other companies, employees and members of the public
10. In implementing this formal Environmental Policy, the Company will focus on action to conserve resources and energy, to minimise emission to air, water and land and increase recycling rates
11. The Company will also seek to influence legislative developments and improve public understanding of environmental matters concerning the business

Signed:

Date: May 2007

Tim Buckell

Chairman