**POLICY PO002**

Health & Safety

At We Care 4 Air Ltd we recognise our duties under current health and safety legislation and we will endeavour to meet the requirements of this legislation and maintain a safe and healthy working environment. Our Managers and Supervisors are informed of their responsibilities to ensure they take all reasonable precautions, to ensure the safety, health and welfare of those that are likely to be affected by the operation of our business.

We Care 4 Air Ltd recognises its duty to make regular assessment of the hazards and risks created in the course of our business.

We also recognise our duty, so far as is reasonably practicable:

* to meet our legal obligations to maintain safe and healthy working conditions;
* to provide adequate control of the health and safety risks so identified;
* to consult with our employees on matters affecting their health and safety;
* to provide and maintain safe plant and equipment;
* to ensure the safe handling and use of substances;
* to provide information, instruction, training where necessary for our workforce, taking account of any who do not have English as a first language;
* to ensure that all workers are competent to do their work, and to give them appropriate training;
* to prevent accidents and cases of work related ill health;
* to actively manage and supervise health and safety at work;
* to have access to competent advice;
* to seek continuous improvement in our health and safety performance and management through regular (at least annual) review and revision of this policy; and
* to provide the resource required to make this policy and our Health and Safety arrangements effective.

We also recognise:

* our duty to co-operate and work with other employers when we work at premises or sites under their control to ensure the continued health and safety of all those at work; and
* our duty to co-operate and work with other employers and their workers, when their workers come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work.

To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation whilst at work, we will also inform them of their duty to take reasonable care for themselves and for others who might be affected by their activities. We achieve this by explaining their duty and setting out our company health and safety rules in an Employee Safety Handbook which is made available to every worker employed by us.

In support of this policy a responsibility chart and more detailed arrangements have been prepared.

**Signature** *V Ambler*

**Date 01.06.2020**

**Position MD**

**Responsibilities**

Overall and final responsibility for health and safety is that of Vanessa Ambler

Day-to-day responsibility for ensuring this policy is put into practice is delegated to Vanessa Ambler

Day-to-day responsibility for ensuring actions identified are carried out is delegated to Phil Lang and James Lofts

Day-to-day responsibility for ensuring action taken has removed / reduced risk is delegated to Vanessa Ambler

All employees have to:

* co-operate with supervisors and managers on health and safety matters
* not interfere with anything provided to safeguard their health and safety
* take reasonable care of their own health and safety
* report all health and safety concerns to an appropriate person (as detailed in this policy) immediately
* utilise the health and safety measures provided
* do nothing to put at risk the health and safety of fellow colleagues and customers
* adhere to health and safety procedures as laid down by WC4A and at customer sites by WC4A customers

**Health and Safety risks arising from our work activities**

Risk assessments are undertaken by Vanessa Ambler

The findings of the risk assessment(s) are reported to Vanessa Ambler

Action required to remove / control risks are approved by Vanessa Ambler

Vanessa Ambler is responsible for ensuring any action required is implemented

Vanessa Ambler will check that the implemented actions have removed / reduced risks

Any risk to health and safety must be reported immediately to Vanessa Ambler

Risk assessments will be reviewed annually or when the work activity changes

**Consultation with Employees**

The employee’s representative is Vanessa Ambler

Consultation with employees is provided by Vanessa Ambler

Consultation will take place with the employees representative on an annual basis at the time of reviewing the risk assessments and on an ongoing basis as and when necessary or when a consultation is requested by any employee

**Safe Plant and Equipment**

David MacKay is responsible for identifying all equipment / plant needing maintenance

David MacKay is responsible for ensuring effective maintenance procedures are drawn up

David MacKay is responsible for ensuring that all identified maintenance is implemented

David MacKay will check that the implemented actions have removed / reduced risks

Any problems found with plant / equipment should be reported to David MacKay

David MacKay will check that new plant and equipment meets health and safety standards before it is purchased

David MacKay will check that any PPE complies with We Care 4 Air PPE policy before it is purchased

**Safe handling and use of substances**

David Mackay is responsible for identifying all substances which need a COSHH assessment

Phil Lang is responsible for undertaking COSHH assessments

Vanessa Ambler is responsible for ensuring that all actions identified in the COSHH assessments are implemented

Phil Lang is responsible for retaining MSDS sheets on all substances and gases as required

All employees are responsible for ensuring they carry with them the relevant MSDS sheets when taking any substance or gas outside of SU offices / workshop

All employees are responsible for ensuring they display the relevant diamond hazard sticker on the rear of their car boot when carrying gas and for ensuring it is removed when not carrying gas.

All employees are responsible for ensuring they are aware of the type of gas they are carrying outside of the office / workshop and all queries relating to this should be directed to David MacKay

David Mackay is responsible for ensuring that all relevant employees are informed about the COSHH assessments

David MacKay will check that all new substances can be used safely before they are purchased

Assessments will be reviewed annually or when the work activity changes

**Information, instruction and supervision**

The Health and Safety Law poster is displayed outside the kitchen

Health and safety advice is available from Steve Nancarrow, David Mackay and Vanessa Ambler

Supervision of young workers / trainees is arranged / undertaken / monitored by David Mackay and Vanessa Ambler

Vanessa Ambler is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information

**Competency for tasks and training**

Induction training will be provided for all employees by Phil Lang

Manual handling training will be provided for all employees by David MacKay

Job specific training will be provided by David MacKay and Phil Lang

Specific jobs requiring special training are Service Engineer positions

Training records are kept by Vanessa Ambler

Training will be identified, arranged and monitored by Vanessa Ambler

**Accidents, First-Aid and work related ill health**

The First Aid box is kept in the kitchen

The appointed person for First Aid is Vanessa Ambler

All accidents and cases of work related ill health are to be recorded in the Accident Book, which is kept with the First Aid box in the kitchen

Vanessa Ambler is responsible for the reporting of accidents, disease and dangerous occurrences to the enforcing authority as required

**Monitoring**

To check our working conditions, and ensure our safe working practices are being followed, we will monitor the office and workshop for potential hazards on an ongoing basis

Vanessa Ambler is responsible for investigating accidents

Vanessa Ambler is responsible for investigating work-related causes of sickness absences

Vanessa Ambler is responsible for acting on investigation findings to prevent a recurrence and reporting those findings and new measures implemented to David MacKay

Vanessa Ambler is responsible for keeping David MacKay informed of reviews and all Health and Safety documentation changes made as well as all significant Health and Safety incidents and actions taken

**Emergency procedures – fire and evacuation**

The Fire Drill procedure is displayed on the main notice board in the (first floor) We Care 4 Air office

The Smoke Alarms are tested weekly

Fire Safety reviews will be carried out by Vanessa Ambler

A practice Fire Drill is held twice yearly

6L turbo spray and 2kg CO fire extinguishers are available and are maintained annually (last checked August 2020)

The smoke and CO detectors are maintained on a twice annual basis

I hereby acknowledge receipt and confirm that I have read, understood and undertake to adhere to the requirements of this Policy as detailed above.

…………………………………….………

***Employee’s name (please print)***

…………………………………….………

***Signed by the Employees Dated***

Phil Lang

James Lofts

David Mackay

Vanessa Ambler

**The policy is reviewed on a periodic basis.**