**Health and Safety Policy**

Occupational, Health and Safety Policy Statement Health and Safety at Work Act 1974

Our statement of general policy is:

* To provide adequate control of the health and safety risks arising from our work activities;
* To consult with our employees on matters affecting their health and safety;
* Seek the involvement of employees and safety representatives
* To provide and maintain safe plant and equipment;
* To ensure safe handling and use of substances;
* To provide information, instruction and supervision for employees;
* To ensure all employees are competent to do their tasks, and 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 as necessary at regular intervals
* To ensure health and safety standards are maintained / improved as required
* To ensure that we comply with all health & safety regulations
* To ensure all systems are reviewed periodically
* Commit to continual improvement in health & safety performance
* Commit adequate financial and physical resources
* Provide a framework for setting and reviewing targets and objectives

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**Print Name: \_\_\_\_Daniel Ross\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Director**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Responsibilities**

Overall and final responsibility for Health and Safety is that of:-

**Print Name: \_\_\_Neil Anderson\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Operations Manager**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Health & Safety Policy Procedure**

Day-to-day responsibility for ensuring this policy is put into practice is delegated to; **QHSE Manager**

QHSE Manager will report issues in regards to all aspects of health & safety to; **Operations and Commercial Director**

Review dates are located on the ISO tracker program on office computer and this is monitored and kept updated by; **QHSE Manager**

To ensure health and safety standards are maintained / improved, the following people have responsibility; **QHSE Manager Maintenance**, **Manager Operations Director**

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; and
* Report all health and safety concerns to an appropriate person (as detailed in this policy statement).

**Control of documents**

The organization shall establish, implement and maintain a procedure(s) to:

1. approve documents for adequacy prior to issue;
2. review and update as necessary and re-approve documents;
3. ensure that changes and the current revision status of documents are identified;
4. ensure that relevant versions of applicable documents are available at points of use;
5. ensure that documents remain legible and readily identifiable;
6. ensure that documents of external origin determined by the organization to be necessary for the planning and operation of the OH&S management system are identified and their distribution controlled; and
7. Prevent the unintended use of obsolete documents and apply suitable identification to them if they are retained for any purpose.
8. This will be the responsibility of; QHSE Manager & Commercial Director
9. Health and safety risks arising from our work activities:
* Risk Assessments and Method statements will be undertaken by; QHSE Manager/ Maintenance Manager
* The findings of the risk assessments will be reported to; Commercial Director & Operations Director

Action required removing / control risks will be approved by; Commercial Director & Operations Director

The persons responsible for ensuring the action required is implemented; QHSE Manager/Maintenance Manager

The persons to check that the implemented actions have removed / reduced the risks are; QHSE Manager/Maintenance Manager

Assessments will be reviewed at a minimum of; 12 months

Or when the work activity changes, whichever is soonest.

**Consultation with employees**

* Employee representative(s) are;
* Operations Director,
* Safe plant and equipment Operations Director/ Maintenance Manager/ Master will be responsible for identifying all equipment / plant needing maintenance
* Operations Director/ /Maintenance Manager/Master will be responsible for ensuring effective maintenance procedures are drawn up
* Operations Director /Maintenance Manager will be responsible for ensuring that all identified maintenance is implemented
* Any problem found with plant / equipment should be reported to Operations Director/Maintenance Manager
* Maintenance Manager will check that new plant and equipment meets health and safety standards before it is purchased
* Safe handling and use of substances Master/Maintenance Manager will be responsible for identifying all substances which need a COSHH assessment
* Master/Maintenance Manager will be responsible for ensuring that all actions identified in the assessments are implemented

Master will be responsible for ensuring that all relevant employees are informed about the COSHH assessments

Master will check that new substances can be used safely before they are purchased

Assessments will be reviewed at a minimum of; 12 months

Or when the work activity changes, whichever is soonest.

**Information, instruction and supervision**

The Health and Safety Law poster is displayed:

* In the crew mess area and one in the main office

Health and safety advice is available from;

**www.hse.gov.uk www.west-norfolk.gov.uk www.dft.gov.uk/mca** Supervision of young workers / trainees will be arranged / undertaken

Operations Director is responsible for ensuring that our employees working at locations under the control of other employees are given relevant health and safety information.

**Competency for tasks and training**

Induction training will be provided for all employees within 5 days Job specific training will be provided by Operations Director and Master

Office Administrators Accidents, first aid and work-related ill health

The first aid box is kept in the mess area in the main office

The appointed first aider will be chosen from the crew who are working that day and have had the relevant training

All accidents and cases of work-related ill health are to be recorded in the accident book or the accident report form. The accident books are kept in the wheelhouse on each vessel & in the main office

Master is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority (HSE & MAIB)

Operations Director is responsible for investigating accidents. Operations director is responsible for investigating work-related causes of sickness absences. Operations director is responsible for acting on investigation findings to prevent a recurrence.

**Monitoring**

To check our working conditions, and ensure our safe working practices are being followed, we will ensure;

All new staff to be inducted and updated where necessary

Current staff to be informed of any changes and training done

All procedures to be made available to all staff

Regular reviews of procedures i.e. risk assessments and training implemented  where necessary

Make available to all staff current regulations and changes

Emergency procedures – fire and evacuation

Operation Director is responsible for ensuring the fire risk assessment is undertaken and implemented

Escape routes are checked by the Master every day Fire extinguishers are maintained and serviced annually Emergency evacuation will be tested every month

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**Signed on behalf of Safety Boat Services: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Director)**

**Date : \_\_\_08 January 2021\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**H&S Policy to be Reviewed Annually**

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| **Review Date** | **Signature** |
| **08 January 2021** |  |
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