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HEALTH AND SAFETY GENERAL POLICY

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1. Document Control Sheet

CAMPBELL & KENNEDY LTD

DOCUMENT REFERENCE: H & S POLICY

Version:	Detail:	Prepared By:	Date:	Checked By:	Date:
Rev 1 Apr 2012	Policy Re-written and Updated	Keith Underhill CFIOSH	04 Apr 2012	Stuart Leggat	06 Apr 2012
Rev 2 Apr 2013	Policy Reviewed and Updated	Keith Underhill CFIOSH	09 Apr 2013	Stuart Leggat	07 April 2013
Rev 3 Apr 2014	Policy Reviewed and Updated	Keith Underhill CFIOSH	01 April 2014	Stuart Leggat	03 April 2014
Rev 4 Apr 2015	Policy Reviewed and Updated	Robert Baird GIOSH	01 April 2015	Den Cooke	03 April 2015
Rev 5 Apr 2016	Policy Reviewed and Updated	Robert Baird GIOSH	01 April 2016		01 April 2016
Rev 1 Apr 2017	Policy Reviewed and Updated	Robert Baird GIOSH	01 April 2017		

2. Purpose of the Health and Safety Policies and Procedures

This policy document is a systematic approach to health and safety and sets out precisely everyone's responsibilities with regards to Health and Safety, what needs to be done by whom and when.

This will ensure that Campbell and Kennedy meet its statutory and civil obligations to provide a safe working environment for its employees and for persons visiting and working within their buildings.

It is the aim of Campbell and Kennedy to ensure that its operations are in full compliance with current statutes and to provide its employees with the resources necessary to achieve this aim.

One of the main elements of the Health and Safety at Work etc. Act 1974 is that all individuals have a part to play in achieving health and safety standards. This means that each member of staff has a responsibility according to their areas of control and all staff must regard health and safety as an integral part of their duties.

Individuals as well as organisations, including directors and partners can be prosecuted under criminal law serious health and safety offences.

3. Statement of Intent

It is the policy of Campbell and Kennedy to comply with the terms of the Health and Safety at Work etc. Act 1974 and subsequent legislation and to provide and maintain a healthy and safe working environment for all its employees.

The Company will so far as is reasonably practicable continue to take steps to meet this responsibility, paying particular attention to the provision and maintenance of:

- a. Safe plant and safe systems of work.
- b. Safe handling, storage and transport of (work) articles and substances.
- c. Necessary information, instruction, training and supervision.
- d. A safe place of work, with safe access and egress.
- e. A safe working environment with adequate welfare facilities.

In addition to these provisions the Company recognises and accepts its duty to protect the Health & Safety of all visitors to the company, as well as any member of the public who might be affected by its operations. Without detracting from the primary responsibility of its management, for ensuring safe conditions, the company will employ competent people to assist Campbell and Kennedy in meeting its statutory duties including, where and when appropriate, specialists from outside the organisation. At no time will safety be compromised over production.

While the management of Campbell and Kennedy will do all that is possible to ensure the Health & Safety of its employees, it is recognised that Health and Safety is also the responsibility of each and every individual associated with the company. It is therefore the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the wellbeing of any person.

Each employee will be given such information, instruction, training and supervision as is necessary to enable the safe performance of work activities.

It is the duty of all levels of management to ensure that all processes and systems of work are designed to take account of health and safety and are properly supervised at all times.

Campbell and Kennedy management will consult with all employees and their representatives in all matters relating to health and safety. Adequate facilities and arrangements will be maintained to enable employees and their representatives to raise issues of health and safety but every employee must co-operate with the Company to enable compliance to all statutory duties.

The Technical Director and the Health and Safety Manager are responsible for the co-ordination and implementation of the safety policy, throughout Campbell and Kennedy with the support of other company directors, senior management and individual staff. Individual employees will be expected to comply with the policy and co-operate with directors and management to ensure the Health & Safety of all employees.

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of legislative or organisational changes. A copy of this statement will be made available to all employees.

Signed 

Gerald Kennedy – Managing Director

Date: 1st April 2017

5. Organisation and Responsibility

1. The Managing Director - Gerald Kennedy is responsible for overall Health and Safety and is committed to ensuring that all people connected with the company recognise their responsibilities in respect of Health and Safety and that the company Health and Safety policy is duly implemented.
2. The Technical Director – Tom Carnie is responsible for the implementation of Health & Safety matters in relations to all site and commercial operations at Campbell and Kennedy.
3. Other Directors must take the lead in ensuring communication of Health and Safety duties and benefits throughout the organisation.
4. The Health and Safety Manager - Robert Baird is responsible for ensuring that all Health & Safety policies are implemented, monitoring safety performance, the communication of all Health and Safety matters and any changes that may affect the business are dealt with accordingly.

In carrying out these responsibilities the Directors and Safety Management, so far as is reasonably practicable, seek to achieve the following objectives: -

- Ensure the health, safety and welfare of all employees including self-employed members of staff while they are at work. (This will include taking all reasonable measures to remedy hazards, the undertaking of formal risk assessments and bringing to the attention of employees any known major or general health & safety hazards).
- Arrange for activities for which the company is responsible, to be conducted so that persons not employed, but who may be affected by them, are not exposed to undue risks to their health & safety.
- Ensure construction work is completed in line with CDM2015

6. General Responsibilities

6.1 Managing Director

The Managing Director has overall and final responsibility for Health and Safety within the business and its operations.

He will ensure the business has an effective policy for Health and Safety and will delegate responsibility to ensure that all requirements of current Health and Safety legislation are satisfied.

- 6.1.1 Initiate a correct attitude at board level to Health and Safety within the business.
- 6.1.2 Foster a culture of leadership in the area of Health & Safety among Directors and an acknowledgement that Health and Safety is integral to the success of the business.
- 6.1.3 Ensure that all Company Directors are actively involved in Health and Safety within the business.
- 6.1.4 Establishing effective 'downward' communication systems and management structures
- 6.1.5 Set targets to help define what the board is seeking to achieve in respect of Health & Safety standards.
- 6.1.6 Ensure that health and Safety appears regularly on the agenda of Board Meetings
- 6.1.7 Understand the board requirement of those sections of the Health and Safety at Work etc. Act 1974, and appropriate codes of regulations, that are relevant to the Company's activities.
- 6.1.8 Set a personal example and promote health and safety as being of equal importance to other essential management functions.
- 6.1.9 When appropriate institute a review of the Policy.

6.2 Technical Director

- 6.2.1 Initiate and understand the Company's Policy for the prevention of injury, ill health, damage and wastage.
- 6.2.2 Either administer the Policy himself or appoint a senior member of staff to do so.
- 6.2.3 Understand the broad requirements of those sections of the Health and Safety at Work etc. Act 1974, and appropriate codes of regulations, that are relevant to the Company's activities.

- 6.2.4 Keep himself informed and abreast of the latest developments in health and safety in the industry and encourage the distribution of relevant information throughout the Company.
- 6.2.5 Ensure that suitable arrangements are in place for all levels of staff to receive adequate and appropriate training to enable them to undertake their duties in a safe manner and without risk to health.
- 6.2.6 Institute proper reporting, investigation and costing of all occupational injury, ill health, damage and loss. Promote action to prevent recurrence and initiate analysis to ascertain accident trends. Set targets for reduction of accident rates.
- 6.2.7 Support appropriate disciplinary action against any member of staff who fails to satisfactorily discharge his allocated responsibilities.
- 6.2.8 Ensure that any new developments involving installation methods or modification of equipment, or the construction of new facilities, are properly assessed to ensure that any health or safety risks are adequately controlled and legal requirements are fully satisfied.
- 6.2.9 Ensure that sufficient finances are allocated to new projects to satisfy any health and safety obligations.
- 6.2.10 Set a personal example and promote health and safety as being of equal importance to other essential management functions.
- 6.2.11 Encourage participation of all employees in the promotion and maintenance of the highest practicable standards of health and safety and ensure that adequate provisions are made for consultation.
- 6.2.12 To ensure that the appropriate insurance cover which embraces both statutory and general requirements are met and maintained and that adequate copies of the insurance certificate are conspicuously displayed.
- 6.2.13 Ensure that the Policy receives financial and managerial support appropriate to the resources of the Company.
- 6.2.14 When appropriate institute a review of the Policy.

6.3 Customer Relations Manager

- 6.3.1 Initiate and understand the Company's Policy for the prevention of injury, ill health, damage and wastage.

- 6.3.2 Either administer the Policy himself or appoint a senior member of staff to do so.
- 6.3.3 Understand the broad requirements of those sections of the Health and Safety at Work etc. Act 1974, and appropriate codes of regulations, that are relevant to the Company's activities.
- 6.3.4 Keep himself informed and abreast of the latest developments in health and safety in the industry and encourage the distribution of relevant information throughout the Company.
- 6.3.5 Ensure that suitable arrangements are in place for all levels of staff to receive adequate and appropriate training to enable them to undertake their duties in a safe manner and without risk to health.
- 6.3.6 Institute proper reporting, investigation and costing of occupational injury, ill health, damage and loss. Promote action to prevent recurrence and initiate analysis to ascertain accident trends. Set targets for reduction of accident rates.
- 6.3.7 Support appropriate disciplinary action against any member of staff who fails to satisfactorily discharge his allocated responsibilities.
- 6.3.8 Ensure that any new developments involving installation methods or modification of equipment, or the construction of new facilities, are properly assessed to ensure that any health or safety risks are adequately controlled and legal requirements are fully satisfied.
- 6.3.9 Ensure that sufficient finances are allocated to new projects to satisfy any health and safety obligations.
- 6.3.10 Set a personal example and promote health and safety as being of equal importance to other essential management functions.
- 6.3.11 Encourage participation of all employees in the promotion and maintenance of the highest practicable standards of health and safety and ensure that adequate provisions are made for consultation.
- 6.3.12 To ensure that the appropriate insurance cover which embraces both statutory and general requirements are met and maintained and that adequate copies of the insurance certificate are conspicuously displayed.
- 6.3.13 Ensure that the Policy receives financial and managerial support appropriate to the resources of the Company.
- 6.3.14 When appropriate institute a review of the Policy.

6.4 Quality Manager

- 6.4.1 Understand the Company's Health and Safety Policy and fully promote arrangements for carrying out the Policy.
- 6.4.2 Understand the requirements of the Health and Safety at Work etc. Act 1974 and appropriate codes of practice that are relevant to the Company's activities.
- 6.4.3 Identify training needs and arrange suitable training, including induction so each member of staff clearly understands their responsibilities, statutory duties placed on the Company and relevant codes of practice.
- 6.4.4 Ensure that appropriate risk assessments are carried out where additional hazards are identified.
- 6.4.5 Resolve health and safety issues raised by Campbell and Kennedy employees.
- 6.4.6 Support appropriate disciplinary action against any member of staff who fails to satisfactorily discharge his allocated responsibilities.
- 6.4.7 Arrange for all lost time accidents, dangerous occurrences, near misses and cases of ill health to be investigated. Ensure that all documentation is completed and sent to the Health and Safety Appointed Person. Accidents are to be reported on the day they occur using current Company report forms. All statements and other forms of evidence are to be gathered without delay and in the first instance may be verbal.
- 6.4.8 Set a personal example, promote health and safety as being of equal importance to other essential management functions and encourage participation, by all employees, in the promotion and maintenance of the highest practicable standards.
- 6.4.9 Assist in periodic reviews of the Policy to ensure that it adequately reflects current working practices and statutory requirements and incorporates the latest approved codes of safe working practice as published by the Health and Safety Executive and trade associations.

6.5 Supervisors

- 6.5.1 Understand the Company's Health and Safety Policy and fully promote arrangements for carrying out the Policy.
- 6.5.2 Understand the requirements of the Health and Safety at Work etc. Act 1974 and appropriate codes of practice that are relevant to the Company's activities.
- 6.5.3 Identify training needs and arrange suitable training, including induction so each member of staff clearly understands their responsibilities, statutory duties placed on the Company and relevant

codes of practice.

- 6.5.4 Ensure that appropriate risk assessments are carried out where additional hazards are identified.
- 6.5.5 Ensure that safe systems of work are properly understood and implemented by all staff and monitor the health and safety performance of staff within their respective area.
- 6.5.6 Resolve health and safety issues raised by Campbell and Kennedy employees.
- 6.5.7 Support appropriate disciplinary action against any member of staff who fails to satisfactorily discharge his allocated responsibilities.
- 6.5.8 Carry out infield health and safety inspection, and advise suitable remedial action as required.
- 6.5.9 Arrange for all lost time accidents, dangerous occurrences, near misses and cases of ill health to be investigated. Ensure that all documentation is completed and sent to the Health and Safety Appointed Person. Accidents are to be reported on the day they occur using current Company report forms. All statements and other forms of evidence are to be gathered without delay and in the first instance may be verbal.
- 6.5.10 Set a personal example, promote health and safety as being of equal importance to other essential management functions and encourage participation, by all employees, in the promotion and maintenance of the highest practicable standards.
- 6.5.11 Assist in periodic reviews of the Policy to ensure that it adequately reflects current working practices and statutory requirements and incorporates the latest approved codes of safe working practice as published by the Health and Safety Executive and trade associations.

6.6 Health and Safety Manager

- 6.6.1 Support the Company's Health and Safety Policy and fully promote arrangements for implementation.
- 6.6.2 Liaise with any external professional bodies, as may be appropriate, to ensure that the Company is kept up to date with any new developments in the area of risk management and receives copies of new or revised official guidance literature, codes of practice and statutory requirements.
- 6.6.3 Ensure the effective implementation of arrangements for all levels of staff to receive adequate and appropriate training to enable them to undertake their duties in a safe manner and without risk to health.
- 6.6.4 Monitor accidents, dangerous occurrences and cases of occupational ill health, which occur. Promote and support action to prevent recurrence. Ensure that all lost time accidents, dangerous

occurrences, near misses and cases of occupational ill health arising are properly reported as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

- 6.6.5 Ensure that any new developments involving installation and equipment, are properly assessed to ensure that any health or safety risks are adequately controlled and legal requirements are fully satisfied.
- 6.6.6 Set a personal example and promote health and safety as being of equal importance to other essential management functions.
- 6.6.7 Encourage participation of all employees in the promotion and maintenance of the highest practicable standards of health and safety and ensure that adequate provisions are made for consultation.
- 6.6.8 Assist in periodic reviews of the Policy to ensure that it adequately reflects current working practices and statutory requirements and incorporates the latest approved codes of safe working practice as published by the Health and Safety Executive and trade associations.

6.7 Engineers

- 6.7.1 Understand their responsibilities as defined in the Company Health and Safety Policy and be familiar with arrangements applicable to their particular duties. Strictly follow 'Arrangements' set down in the Company Health and Safety Policy which are there to ensure that risks to health and safety are minimised and legal obligations fulfilled. Read and understand the Policy Statement, a copy of which is issued to all employees.
- 6.7.2 All installers are expected to take reasonable care for their health and safety and that of any other persons who may be affected by their acts or omissions at work.
- 6.7.3 Engineers without previous experience, particularly trainees, will work closely with the Supervisor.
- 6.7.4 Ensure that safe systems of work are properly understood and implemented.
- 6.7.5 Report all accidents, dangerous occurrences and cases of occupational ill health and, if appropriate, provide a written report to the Supervisor. Take an active role in the development of reasonably practicable procedures to prevent a recurrence of any incident.
- 6.7.6 Ensure that all equipment, including portable tools and appliances, are properly maintained. In particular, electrical equipment which have either not been tested or has an out of date test label must not be used.
- 6.7.7 Ensure, in all cases where personal protective equipment is required, that the correct type is selected and properly worn.

- 6.7.8 Engage in dialogue with visiting contractors, tradesmen, professional representatives to establish areas of responsibility.
- 6.7.9 Refrain from alcohol or drug abuse.
- 6.7.10 Use the correct tools and equipment for the job and only those authorised by Campbell and Kennedy, including safety equipment and protective clothing supplied by the Company.
- 6.7.11 Keep tools and equipment in good condition.
- 6.7.12 Refrain from horseplay and abuse of company facilities. Any employee who intentionally or recklessly interferes with or misuses anything provided in the interests of health, safety or welfare will be subject to disciplinary procedures.
- 6.7.13 Understand local arrangements for evacuation and rescue in the event of a fire and fully cooperate in the implementation of such arrangements when on customer's sites.
- 6.7.14 Co-operate fully with any Enforcement Officer who may visit the site.
- 6.7.15 Set a personal example, promote health and safety as being of equal importance to other essential management functions and encourage participation, by all employees, in the promotion and maintenance of the highest practicable standards.
- 6.7.16 All engineers working with electricity will be qualified to do so or supervised in its learning. All electrical work will be undertaken in line with the industry standard, "Best Practice Guide 2" which highlights the management of electrical Safety, Safe Isolation and procedures for Low Voltage installations (please see link below at Company Policies under electrical guidance)

6.8 External Advice

3dotdash Ltd – are appointed as consultants to cover general policy and procedures advice.

It is their responsibility to:

- 6.8.1 Provide an advisory health, safety and welfare service when requested to all members of management within Campbell and Kennedy.
- 6.8.2 Assist in periodic reviews of the Policy to ensure that it adequately reflects current working practices and statutory requirements and incorporates the latest approved codes of safe working practice as published by the Health and Safety Executive and trade associations.

6.9 Visitors

- 6.9.1 Take reasonable care for the health and safety of himself / herself and of other persons who may be foreseeably affected by his/her acts or omissions.
- 6.9.2 Co-operate with their site contact.
- 6.9.3 Promptly report, to their site contact, any incident resulting in personal injury; damage to plant and equipment.
- 6.9.4 Follow any safety instructions that have been given by their site contact.

7. Specific Individual Responsibilities

Responsibility	Name
Co-ordination and Implementation of Policy and Procedures	Robert Baird
Implementation of Policy and Safe Working Procedures	Robert Baird Tom Carnie Managers
Instruction in the approved Safe Working Procedures	Robert Baird
CDM Plan Implementation	Robert Baird
Training	Robert Baird
Health and Safety Inspection: Premises	Managers Supervisors
Health and Safety Inspection: Installers	Managers Supervisors
Equipment Maintenance and Inspection:	Managers
First Aid Provisions	Robert Baird
Fire: Equipment	Robert Baird
Accident Reporting & Recording	Robert Baird Tom Carnie
Accident Investigation	Robert Baird Tom Carnie Managers

8. Arrangements for health and safety and work

8.1 Accident/Incident Reporting

POLICY

All incidents, even if they are near misses, must be reported so that the circumstances of the incident can be investigated.

In some cases the Local Enforcing Authority needs to be informed that an incident has occurred, as they may wish to visit the site and investigate it.

Reportable incidents fall into 5 main categories:

- Fatalities
- Major Injuries
- Over 7 day injuries
- Dangerous Occurrences
- Occupational diseases

It is the policy of Campbell and Kennedy to:

- Ensure that all incidents are properly reported
- Ensure that employees and other persons visiting our premises know what to do in the event of an incident
- Investigate incidents and introduce any new measures that may be required to prevent a similar occurrence.

The procedure applies to incidents including the following:

- Accidents resulting in personal injury to employees, contractors, visitors and members of the public
- Accidents resulting in damage to property and equipment
- Dangerous occurrences
- Cases of occupational ill-health
- Near misses incidents that could have caused personal injury or damage to equipment etc.
- All accidents / incidents must be reported to the Appointed Person or a member of Campbell and Kennedy management for further investigation.

RELATED DOCUMENTS

- Incident Reporting and Investigation Procedure

RECORDS

- Accident Book
- Accident Report Form
- [HSE RIDDOR Online](#)

9. Company Policies

- [Asbestos Management Policy](#)
- [Anti-Bribery and Corruption Policy](#)
- [Data Protection Policy](#)
- [Electrical Guidance](#)
- [Environmental Policy](#)
- [Environmental Policy Statement](#)
- [Equal Opportunities Policy Statement](#)
- [Equal Opportunities Policy](#)
- [Equality & Welfare Policy](#)
- [Ethical Code of Business Conduct](#)
- [First Aid Policy](#)
- [Fraud Policy](#)
- [Health and Safety Policy](#)
- [Health and Safety Policy Statement](#)
- [PPE Policy](#)
- [Quality Management Policy](#)
- [Quality Policy Statement](#)
- [Recruitment Policy](#)
- [Resident Engagement Policy](#)
- [Recycling Policy](#)
- [Risk Assessment Policy](#)
- [Safeguarding Policy](#)
- [Sustainability Policy](#)
- [Sustainable Procurement Policy](#)
- [Training Policy](#)
- [Union Activity Policy](#)
- [Whistleblowing Policy](#)
- [Vulnerable Groups Policy](#)
- [Young Persons Policy](#)