



## **Facilco Ltd**

### *Health & Safety Policy*

We are committed from the top of the organisation to ensure the highest possible standards pertaining to health and safety at Facilco Limited under the Health & Safety Act 1974

The policy sets out the precautions which will be taken to prevent danger from associated risks within the workplace.

We will review our monitoring system on a rolling annual basis to ensure that the information is continuously up to date, for example if a new or amended piece of legislation occurs, or any change within the workplace affects either working processes or management structure.

Original 1<sup>st</sup> May 2019

Annual Review 1<sup>st</sup> May 2020

Greg Gottig

Chief Executive



Policy statement

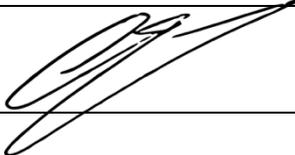
Part 1: Statement of intent

This is the health and safety policy statement of:

Facilco Limited
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Our health and safety policy is in place to:

- |   |
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| <ul style="list-style-type: none"><li>• Prevent accidents and cases of work-related ill health</li><li>• Manage health and safety risks in our workplace</li><li>• Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work</li><li>• Provide personal protective equipment</li><li>• Consult with our employees on matters affecting their health and safety</li><li>• Provide and maintain safe equipment</li><li>• Ensure safe handling and use of substances</li><li>• Maintain safe and healthy working conditions</li><li>• Ensure adherence to all relevant site emergency procedures, including evacuation in case of fire or other significant incident</li><li>• Review and revise this policy regularly</li></ul> |
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		1 <sup>st</sup> May 2019
Signed		Date

Greg Gottig		1 <sup>st</sup> May 2020
Print Name		Date reviewed



## Part 2: Responsibility for health and safety

### 1 Overall and final responsibility for health and safety:

Greg Gottig (Chief Executive)

### 2 Day-to-day responsibility for ensuring this policy is put into practice:

Richard Plummer (Contracts Manager)  
All Supervisors

### 3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Greg Gottig and Richard Plummer – safety, risk assessments, consulting employees, accidents, first aid and work related ill-health/RIDDOR

Greg Gottig – monitoring, accident and ill-health investigation, emergency procedures, fire and evacuation

Richard Plummer and all supervisors – maintaining equipment, information, instruction and supervision, training

### 4 All employees should:

- Co-operate with supervisors and managers on health and safety matters
- Take reasonable care of their own health and safety
- Report all health and safety concerns to an appropriate person (as detailed above)



### Part 3: Arrangements for health and safety

#### Risk Assessment

- We will complete relevant risk assessments and take action to minimise any associated risk
- We will review risk assessments on an ongoing basis when working habits or conditions change

#### Training

- We will give staff health and safety induction and provide appropriate training (including working at height, manual handling and electrical safety)
- All supervisors have an SSSTS card and all cleaning operatives have a CSCS card
- We will ensure full co-operation with site specific induction training
- We will provide personal protective equipment
- We will make sure suitable arrangements are in place for employees who work remotely

#### Consultation

- We will consult staff routinely on health and safety matters as they arise and formally when we review our health and safety
- We will communicate all health and safety related correspondence from sites/house builders to staff (including toolbox talks, health and safety memos and site-specific risk assessments)
- Discussion of health and safety is a permanent agenda item for all staff, supervisor and management meetings
- Circulation of frequent HSE bulletins to all staff
- We are SSIP registered and have accreditation with SMAS, Safemark and CQMS
- We use a “competent person” service from a health and safety expert called Martin Mulholland at MD Safety Management

#### Evacuation

- We will make sure suitable arrangements are in place for employees who work remotely
- We will ensure full co-operation with site specific emergency and evacuation training
- We will make sure when working on sites that all escape routes in plots are kept clear at all times