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Health and Safety Policy

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This document has been prepared by:

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This policy will be issued to all employees /sub-contractors and self-employed working on behalf of the company and confirmation of understanding the contents will be obtained via signature.



POLICY REVIEW RECORD

The Company Policy was first issued on 29th September 2014 and will be reviewed annually or when there are changes to legislation which affect the company's undertaking.

All reviews relating to this document are carried out by:

Mr Steve Couch (SMC Safety Solutions) GradIOSH MIIRSM

REVISION No	DATE	COMMENTS
1	05/10/15	Annual Review
1	05/10/15	Safety Information
1	05/10/15	CDM 2015
2	07/10/16	Annual Review
3	01/03/17	Change of Company details
4	03/10/17	Annual Review
5	08/10/18	Annual Review

Health and Safety Policy

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Health & Safety Policy Statement

It is the policy of Secure IT Services Ltd, to comply with the terms of the Health and Safety at Work etc Act 1974 and subsequent legislation to ensure, as far as is reasonably practicable, the health, safety and welfare of its employees, customers, contractors and others affected by its activities.

The company aim is to improve its health and safety performance through the introduction of risk assessment and control procedures, health and safety management systems and positive promotion of health and safety ownership. By working in this manner, a safe working environment will be provided for all staff and will promote the company when prospecting for further contracts.

In particular, the company will, as far as reasonably practicable:

- Provide a safe working environment with safe equipment and systems of work with adequate welfare facilities
- Provide a safe means of transport for all work activities off the premises
- Provide suitable arrangements for the use, handling, storage and transport of equipment and materials
- Provide information and training to enable employees to perform their work safely and effectively and manage their own health and safety
- Provide necessary safety and protective equipment and monitor their use
- Consult employees on all matters of health and safety
- Maintain health and safety and accident records to comply with statutory and company requirements
- Undertake risk assessments and introduce the necessary controls for potential hazards
- Undertake regular inspections of the workplace to ensure all policies and procedures are being adhered to
- Investigate all accidents causing personal injury with a view to future prevention and report in line with legal requirements

Employees are reminded that they also have a duty under the Health and Safety at Work etc Act 1974, to take reasonable care of themselves and others at work and that they should co-operate with the duties of the company by:-

- Working to company safety policy and procedures
- Using protective clothing and equipment provided
- Reporting defects that come to their attention
- Reporting accidents and near-misses and co-operating in investigations

This policy will be reviewed on an annual basis, or in-between if necessary, by Garry Costen and SMC Safety Solutions.

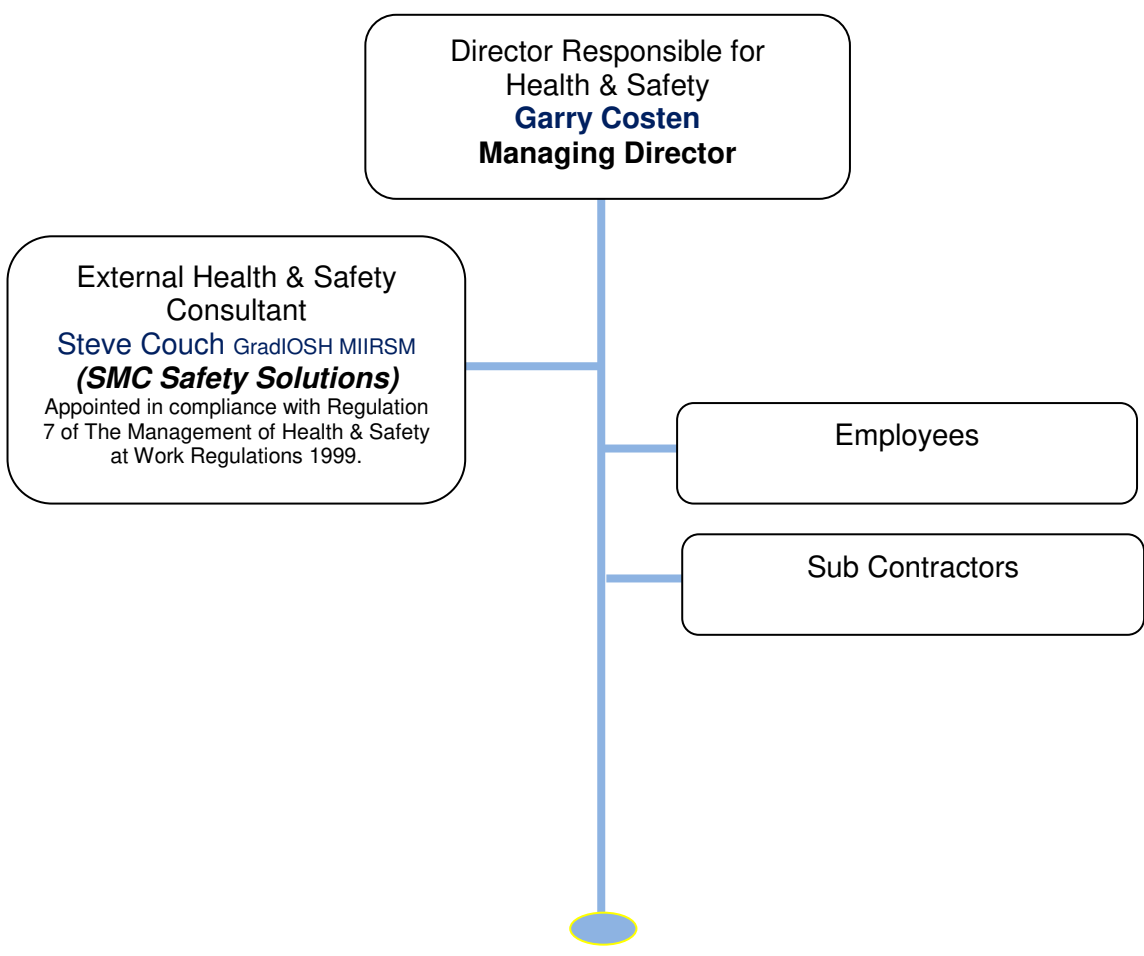
Signed



Garry Costen - **Managing Director**

Date: 8th October 2018

Group Organisation



Health and Safety Organisation

The organisation and arrangements for ensuring that Health and Safety responsibilities are owned and managed by all employees as follows:

Managing Director

The Managing Director has the overall responsibility for safety and will ensure that:

- There is an effective policy for health and safety.
- The Health and Safety Policy is monitored regularly and reviewed for its effectiveness.
- Responsibility for safety is assigned and accepted at all levels.
- Supervisors are appointed and trained in all aspects of safety (where required).
- Safety training is arranged for all employees when appropriate.
- A file on health and safety regulations and directives is maintained and updated with the external safety consultant.
- All employees are consulted on issues of health and safety.
- Financial support is made available to meet the resources required under statutory obligations and safety requirements.
- A good example is set.

SMC Safety Solutions (H & S Consultancy)

Steve Couch (SMC Safety Solutions), through his delegated Safety Advisors, is accountable to the Managing Director for fulfilling the following responsibilities in relation to health and safety.

Liaise with the Health and Safety Executive, Fire Authorities, Environmental Authorities and the Employment Medical Advisory Service (EMAS).

To advise management on:

- Legal requirements affecting safety, health and welfare.
- Prevention of injury to personnel and damage to equipment.
- Prevention of hazards arising leading to occupational ill health.
- Further improvements in existing sound working methods.
- The results of investigation into the causes of any accidents, dangerous occurrences or near misses and recommend means of preventing recurrence.
- Adequacy of control measures introduced through risk assessment and safe methods of work.
- Awareness of the need for safety when requested, assist with the training of employees at all levels.
- Worker involvement where possible, in management/operative discussions on injury, health, welfare, damage and wastage control.



All Employees & Sub Contractors

All employees must read and understand the Company Health and Safety Policy and carry out their work in accordance with its requirements. They must at all time work in a safe manner and not take unnecessary risks, which could endanger themselves or others.

Furthermore, they must ensure that they:

- Report any injury resulting from an accident at work to Garry Costen and ensure that it is entered in the accident book.
- Use the correct equipment and tools for the job and keep them in good condition.
- Report to Garry Costen any unsafe or unhealthy working conditions.
- Wear all protective clothing provided by the Company when instructed to do so.
- Only carry out work that they are trained to do and attend any further training provided.
- Do not use equipment unless trained to do so and given authority by Management.
- Attend safety meetings when requested.
- Set a good example.

Arrangements

1. Accidents and Dangerous Occurrences *(to be read in accordance with the company Accident Reporting Policy)*

- An accident book has been provided to record **ALL** accidents during working hours and is located in the main office. If an accident occurs away from the premises i.e. when removing or installing at a client's premises, the client must be informed immediately.
- An investigation will be undertaken for all accidents and the appropriate corrective action taken to prevent recurrence. This will be recorded and held with the company health and safety records.
- Accidents and resulting actions will be communicated to all employees.
- Any accident, dangerous occurrence or hazard that comes to notice should be reported immediately to Garry Costen. Warning of any such condition or hazard should be given immediately to ANY OTHER PERSON who may be in the vicinity.

2. Contractors/Visitors

- All contractors required to carry out work for the company will be required to prove their competency and provide a method statement/risk assessment covering the work to be undertaken. Contractors will be required to provide documentation as requested.
- All contractors working on our premises are to have a current safety policy that is compatible with the company's health and safety policy

2a Sub-Contractors

Prior to any sub contractor being employed by the Company, a suitable and sufficient assessment will be undertaken to ensure that the sub contractor is competent to undertake the work safely and without risks to health. All sub contractors will be required to;

- Make themselves familiar with the company Health and Safety Policy.
- During the course of their work, take reasonable care for the health, safety and welfare of themselves, their colleagues and any other person that may be affected by their work.
- Comply with safe working practices issued to them by the company and also by our clients.

The company does not allow work given to contractors to be sub contracted out.

3. Display Screen Equipment *(to be read in accordance with the company DSE Policy & Procedures)*

- All identified 'users' of display screen equipment will be assessed and the results recorded by Garry Costen.
- The corrective actions identified will be carried out immediately.
- The 'users' will be made aware of the hazards associated with the use of display screen equipment.
- All changes to display screen equipment will be immediately reassessed and recorded before use.

4. Electrical Equipment

- A register of all electrical equipment is held with the company records and information.
- All electrical equipment is PAT tested and the records held with the company records and information.
- The equipment is regularly inspected and maintained with the records being held with the company records and information.
- All defects are required to be reported to Garry Costen for immediate corrective action, the records being held with the company records and information.
- Electrical maintenance is carried out by competent electrical contractors.
- Employees are to ensure that where extension leads and portable equipment is in use that all leads and plugs are satisfactory and that there are no trailing cables to prevent trip hazards.

5. First Aid

- The appointed persons for first aid are displayed in the office and other workplace areas.
- First aid provisions are provided for all employees.
- The provisions are checked on a monthly basis for checking of dates and that all requirements are available and the check is recorded, the records being held with the company health and safety records and information.
- Administering of First Aid is recorded in the accident book that is located in the office.
- Company employees will make themselves aware of the First Aid facilities available on Customer's premises and means of communication in the case of accidents.

6. Hazardous Substances (COSHH)

- No person shall bring any potentially hazardous material into the workplace unless instructed to do so at which time all appropriate regulations must be complied with.
- All substances used in the workplace are assessed in accordance with the COSHH regulations, the assessment being recorded and held in the company health and safety records and information
- All control measures for the safe use, handling and storage of hazardous substances are in place and checked for adequacy and use
- The COSHH assessments are reviewed and updated on an annual basis
- All substances used in the workplace are clearly labelled with the contents and associated hazards

7. Housekeeping

- Traffic routes and walkways are to be kept free of obstacles to prevent slips/trips/falls.
- A 'clean as you go' policy is adopted by all employees to keep the workplace clean and tidy.
- All emergency escape routes are kept clear of obstructions.
- All spillages are required to be cleared immediately.
- Only approved materials will be deposited in waste skips.

8. Information, instruction and training

- Relevant training is provided for employees as required.
- Training on the use of hazardous substances and new equipment is co-ordinated by Garry Costen.
- Formal health and safety meetings are held every six months or when required to discuss all health and safety matters and instruct employees of changes or new procedures regarding health and safety.
- Before any work begins, contact must be made with the customer to discuss all the safety aspects relating to the type of contract. We will ensure that our employees fully understand the customer's rules and work in a safe manner accordingly. Method Statements and risk assessments will be provided for all removals or installs, as required.

9. Equipment

- A register of all work equipment is held with the company health and safety records and information.
- All hazardous machinery has been subject to a recorded risk assessment, the records are held with the company health and safety records and information.
- All employees are made aware of the hazards and controls associated with their work activities in the form of SSoW. This information is recorded and held with the company health and safety records and information.
- All measures are taken to prevent employees coming into contact with dangerous machinery parts such as guards, warning signs etc.
- All defects are required to be reported to Garry Costen for corrective action to be carried out, the records being held with the above.
- All new equipment is risk assessed and training provided, this being the responsibility of Garry Costen.
- Where personal protective equipment is required to be used, it is chosen with suitability in mind and regularly checked for correct use.
- The company forklift truck must not be operated by untrained personnel at any time.
- Hired plant will only be obtained from reputable companies who provide evidence of complying with the requirements of PUWER98. Inspection and checks as noted above will still be required.

10. Manual Handling

- Each employee is individually assessed for manual handling activities and made aware of the risks involved and how to control them. This is recorded and kept with the company health and safety records and information.
- Lifting aids are provided to reduce the need for manual handling activities such as trolleys, forklift truck etc...
- All employees are instructed on safe manual handling techniques.

11. Medical Emergency

- Medical emergency contact numbers are held on the company health and safety notice board.
- All actions to be taken in the event of a medical emergency are to be co-ordinated by Garry Costen.

12. Monitoring and Review

- Regular inspections will be conducted to identify any changes in risk involved or additional requirements regarding health & safety that may arise after initial risk assessments have been created. Any actions carried out will be followed up and signed off by SMC Safety Solutions (where required).
- Workplace audits are carried out regularly to check all workplace precautions are in place, adequate and being used.
- There is a formal health and safety meeting on a six-monthly basis to discuss health and safety matters and to review the policy and its content.
- Sickness is monitored through timesheets, self certification up to seven days and a doctor's certificate after seven days.
- Sickness and accident statistics are communicated at the formal health and safety meetings
- All accidents/incidents are investigated, and the results communicated at the formal health and safety meetings unless required to be communicated sooner.

13. Noise at Work

- Ear protection will be issued to persons exposed to noise as part of Personal Protective Equipment available to all Company employees. Full training will also be given in use and maintenance etc... The issue is recorded and kept in the company health and safety records and information.
- Any person using ear protection discovering any defect with them must report this to Garry Costen.

14. Personal Protective Equipment *(to be read in accordance with the company PPE Policy & Procedures)*

The Company will provide personal protective equipment (PPE) for its employees where regulations and risk assessment have shown it to be necessary. The Company will also replace faulty or damaged items. If an item of PPE is not available or is damaged, then the task must not commence until adequate provision has been made.

The Company expects its employees to wear the PPE provided for them for their own protection. Failure to do so may constitute a disciplinary offence. Employees are also expected to maintain their PPE such that it is kept in a serviceable condition and must request replacements when items are damaged or worn.

- All Personal Protective Equipment is provided by the company.
- Personal Protective Equipment is chosen for its suitability and the wearer.
- Personal Protective Equipment is recorded when issued, the records being kept in the company records and information.
- All defects are required to be reported to Garry Costen for immediate corrective action.
- Company personnel will wear correct safety equipment at all times.
- Loss or damage of PPE clothing or equipment must be reported immediately.
- Should further protection be required after a risk assessment of each situation; either further equipment will be purchased / hired or a specialist company will be employed offering expertise in this field.
- All PPE must be stored in a clean and safe environment when not in use.

15. Risk Assessments & Safe Systems of Work

- Training will be provided for specific hazardous equipment such as forklifts.
- Forklifts are only to be operated by trained, competent & authorised persons.
- All hazardous activities have been subject to a risk assessment and the necessary controls put in place to minimise the risks.
- Appropriate personal protective equipment is provided where risks still exist.
- Warning signs are placed in hazardous areas.
- The workplace is subject to random inspections to check workplace precautions are adequate and being used.
- All employees will follow safe systems of work (SSoW) at all times.

16. Serious and Imminent Danger

- An emergency procedure for the safe evacuation of the premises is issued to all employees and also located on the company health and safety notice board and in other areas within the warehouse and office.
- All emergency equipment is maintained annually the records of which are located in the company health and safety records and information.
- All escape routes are clearly marked and must be kept clear.
- Recorded drills are practised on a six-monthly basis.
- Addresses and emergency telephone numbers of local services are located on the company health and safety notice board.

17. Workplace and Welfare

- Washing with hot/cold water, cleansing and drying facilities are provided for all employees on the workplace premises.
- A suitable number of toilets are provided for both men and women.
- Lockers are provided for personal articles and personal protective equipment.
- A labelled drinking water tap is provided.
- An area is provided with the facility to make hot/cold drinks and snacks.
- Adequate lighting is provided in the workplace.
- Walkways are clearly identified and must be kept free of obstacles.
- All tools and equipment are to be stored safely.
- All employees are required to report anything likely to affect health and safety at work to the Garry Costen.
- Where applicable client facilities will be used by Company personnel, should these not be available toilet and washing facilities will be supplied by the Company (where applicable).

18. Use of Vehicles (including Mobile Phone Use)

It is the policy of this Company to ensure that all reasonable and practical measures are taken to ensure the health and safety of all its employees, the general public and any other person affected by the Company's operation in respect of vehicle movements. It is the duty of every employee to adhere to the Company Vehicle Users' Policy and to carry out their individual responsibilities to ensure that all vehicle movements are carried out in a safe manner. Employees with specific responsibility for the Company's vehicles are to ensure the maintenance and road worthiness in order that the measures in the Road Traffic Act are adhered to at all times.

The Company procedures for driving a Company vehicle on the public highway shall be amended to as the traffic laws are upgraded from time to time. The Company will undertake to carry out risk assessments for the journeys undertaken to ensure that undue stress and danger is not placed on the driver, due to length of journey, weather conditions, the route and compatibility of the vehicle to the journey and tiredness.

The Company undertakes to provide such information, instruction and adequate training, as necessary, to ensure, as far as reasonably practicable, the health and safety of its employees. Employees found to be in breach of the law as stated in the Road Traffic Act will be suspended from driving duties pending a Company enquiry, which may result in a permanent ban and a written warning or dismissal. Following an incident on the public highway, a full incident investigation will be conducted by Garry Costen & SMC Safety Solutions (where required).



A Company vehicle is designated as a workplace and therefore the provisions of the Health Act 2006 must be followed – see Smoke Free Policy.

MOBILE PHONES

Hand held mobile phones and PDA type devices are tools to be used in the correct circumstances. The Company policy is outlined below.

Vehicles

The Mobile Phone Regulations came into force on the 1st December 2003, making it a specific offence to use a mobile phone when in control of a vehicle. Where hands free devices are not available in the vehicle the mobile phone will not be operated.

Emergency

The law makes it clear that the use of a mobile phone is only allowed when calling an emergency number 999 (or 112) in the case of a genuine emergency.

PROCEDURES FOR THE USE OF A COMPANY VEHICLE

- A vehicle driver's induction to be carried out at the beginning of employment.
- An assessment of the driver's:
 - a) Skills
 - b) Behavior
 - c) Experience
 - d) Hazard perception
 - e) Health
 - f) Eyesight
 - g) Drink and drugs use
 - h) Including medication and their affects.
- The driver's ability to management of fatigue, follow instructions and to follow safe routes.
- Organisational documentation of risk assessments for all work related activities including driving should be in place.
- Drivers to abide by the road traffic rules. (Hold a current valid driving licence, declared the accumulated driving penalties or medical condition that prevents driving).
- Has the driver received Post Incident Road Management Training in order that the scene can be protected and managed until the relevant emergency services are on the scene?
- Annual inspection of driver's licence, insurance and vehicle documentation.

Vehicle Tool-Kit

- Vehicle log book
- First aid kit
- Accident report card

- Breakdown procedures.

Post Crash Review

- Following a road traffic accident on the public highway, there will be a post accident debrief of the driver and also of any other passengers in the vehicle at the time of the incident to review procedures.
- During any periods of hospitalisation or sickness due to injuries sustained at the time of the incident, support and counseling will be made available as far possible.
- The driver involved may be offered a retraining programme in specific driver skills.
- A vehicle inspection will be carried out to discover mechanical defects, and to assess the safety of the vehicle before any repair is carried out. Improvements may be necessary in the maintenance system used.
- The accident site will be visited and reviewed in the light of its safety, environment, layout and improvements made. Photographic records should be made of the scene.
- HSE informed of injuries or death as required by the Reporting of Injuries, Deaths and Dangerous Occurrences Regulations by the use of F2508.

19. Fire

- The company fire procedures are displayed and must be complied with at all times.
- Fire and evacuation tests will be carried out at regular intervals by Garry Costen and employees are asked to report any problems that arise which might affect safe evacuation of personnel.
- All fire fighting equipment must be kept clear of obstruction.
- Regular checks are to be carried out monthly on all equipment and record findings on the check sheets.
- Housekeeping procedures are in place and to be monitored daily.
- Employees should never attempt to fight a fire. Always raise the nearest alarm and evacuate immediately.
- All employees must familiarise themselves with all emergency arrangements on arrival at each visit to clients premises.

20. Working at Height Regulations 2005

Working at heights is a high risk activity which requires the closest attention to detail at all stages of the work. Safe work at height should be managed through the hierarchy of controls set by the company. Working at height will include any place at or below ground level, which requires access or egress to be achieved, whilst at work, except by the use of permanent staircase. This would include the use of podium steps, hop ups and steps. The Company does not authorise any working at height activities within the workplace. Arrangements for working at height at a client's premises i.e. removing a projector from height at a school are outlined below;

- All work at heights must be followed as per specific method statements and risk assessments, as instructed by the Company.
- Only maintained authorised equipment is to be used for working at heights.
- Only trained competent employees are authorised to use access equipment.
- Podiums, steps (where podium is not suitable) and hop ups are the only authorised access equipment to be used by employees and contractors working for the company. Company check procedures must be followed at all times.

The company aim is to ensure that the appropriate measures are in place in the office, warehouse and other premises where our employees or contractors working for the company are required to work, and are consistent with maintaining safety and thus complying with the Regulations.

21. Asbestos

The Control of Asbestos Regulations 2012 requires employers to prevent employees and other persons from being exposed to asbestos. Where there is any doubt about the nature of the material on a client premises, it will be treated as asbestos. All employees will be trained in Asbestos Awareness under the above the Regulations



(as required). All employees will request the asbestos survey on all buildings built before 2000 prior to any works being completed. All employees will only work in areas managed correctly by the client. No employee or contractor working on behalf of the Company is authorised to work with asbestos at any time.

22. Smoke Free Policy

This policy reinforces the unwritten understanding that there is no smoking within the Company premises as described in the Health Act 2006. The law now requires everyone to follow a no smoking policy.

The Company's business premises are completely no smoking areas. Smoking is therefore prohibited in all common areas and work areas.

Work Areas

Smoking is not permitted in any work areas. This applies at all times, not just during normal working hours. Anyone wishing to smoke may only do so in designated smoking areas, at times agreed with Garry Costen. This area must at all times be kept fire safe.

Breach of Policy

Anyone found to be smoking at work in contravention of this policy will be subject of disciplinary action in accordance with the Company's disciplinary procedure. However, disciplinary action should not be the first resort. Managers should initially reinforce the terms of this policy with the employee concerned. If the person concerned continues to breach this policy, then appropriate disciplinary action will be taken. Smoking at work will be viewed as serious misconduct. A repeated offence, after a formal warning, could result in dismissal.

What is the Workplace?

This will be defined as the work area of the offices or warehouse and will apply 24 hours a day.

Company Vehicles

While you are in control of the vehicle, you are using a 'workplace', if you travel with other work colleagues, even rarely, the atmosphere of the vehicle must be expected to be 'clean', to allow the non-smoker to travel in comfort. The only place a smoker can light up will be in an open, ventilated space or a designated smoking area.

Enforcing the Law

Those who do not comply with the regulation may be liable to a fine or prosecution for the offences for:

1. Smoking in a smoke free place or vehicle.
2. Failing to display no smoking signs.
3. Allowing smoking in a smoke free place or vehicle.

Assistance for Smokers

This policy is not intended to make people give up smoking. However, it is acknowledged that some employees will need assistance in order to be able to comply. If this applies to you, please speak to Garry Costen at your earliest convenience.

23. Stress

The Company are committed to protecting the health, safety and welfare of our employees and recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying the reducing workplace stressors.

This policy will apply to everyone in the company, Managers and all staff are responsible for implementation and the company is responsible for providing the necessary resources.



Definition of stress

The Health and Safety Executive define stress as 'the adverse reaction people have to excessive pressure or other types of demand placed on them'. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Policy

- The company will identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress.
- The company will consult with the Safety Consultant on all proposed action relating to the prevention of workplace stress.
- The company will provide confidential counselling for staff affected by stress caused by related factors.

Responsibilities

- Conduct and implement recommendations of risks assessments within their jurisdiction.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure staff are fully trained to discharge their duties.
- Ensure staff are provided with meaningful developmental opportunities.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime to ensure that staff are not overworking.
- Monitor holidays to ensure that staff are taking their full entitlement.
- Attend training as requested in good management practice and health and safety.
- Ensure that bullying and harassment is not tolerated within their jurisdiction.
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation

24. Young Persons at Work

In accordance with this Company's obligation under the Management of Health and Safety at Work Regulations 1999, where the Company employs a young person (i.e. one who is below the age of 18), an individual risk assessment will be carried out in accordance with Regulation 19 to ensure that young person is protected at work from any risks to their health and safety which is a consequence of their lack of experience or the absence of awareness of existing or potential risks or the fact that the young person has not yet fully matured.

Garry Costen will be responsible for ensuring that this risk assessment is carried out.

The results of the risk assessment will be communicated to the young person and his / her immediate line manager/supervisor.

Young workers will be trained in the tasks they are to undertake and informed of existing hazards. They will work under the close supervision of a competent person until such time as they are deemed safe in the workplace.

25. CDM (Construction Design & Management Regulations 2015)

The company will comply with the statutory requirements of Clients, Construction Design and Management Coordinators and Principal Contractors. Safe methods of work will be instigated through documented risk assessments and appropriate method statements. In addition, the Company will comply with relevant parts of the health and safety plan issued by the Principal Contractor and provide information as requested.

EXTERNAL PARTIES



SMC Safety Solutions

Company Health & Safety Consultancy

SMC Safety Solutions

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The Health & Safety Executive



www.hse.gov.uk/contact/maps/index.htm