



Health & Safety Policy

Project Environmental Solutions Ltd is committed to creating and maintaining a safe working environment for our employees, associates, sub-consultants and sub-contractors and positively influencing the safe working environments of our external stakeholders. We recognise that Health and Safety extends beyond the workplace and is a key part of maintaining our wider quality of life at work and at home. As a provider of consultancy services, we aim to achieve our clients' own safety standards in everything that we do, thus reflecting positively on their organisation and ours.

- Everyone has responsibility for Health and Safety and open and clear communications on safety matters help to prevent incidents. Every employee, associate, sub-consultant and sub-contractor is empowered with the authority to stop their work activity in the event of a health and safety concern, until the problem is understood and rectified. Commercial aims will never be put before safety.
- All employees, associates, sub-consultants and sub-contractors are encouraged to openly report any incidents or near misses; we strive to achieve a 'no blame' culture.
- All employees, associates, sub-consultants and sub-contractors have the right to return safety from their work. We support the view that all workplace accidents are preventable and we will encourage this view amongst our stakeholders, internal and external.
- We will seek to understand the root cause of incidents and near misses and we will look for simple solutions to Health and Safety issues that are easy to implement and maintain.
- All Directors are committed to supporting the implementation and maintenance of these Health and Safety Commitments.

Philip Smith - Director

January 2015



Statement of general policy and arrangements for Project Environmental Solutions Ltd. Philip Smith, Director, has overall and final responsibility for health and safety

Statement of general policy	Responsibility of	Action/Arrangements
Prevent accidents and cases of work-related ill health by managing the health and safety risks at work	Philip Smith, Director	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.) (HS10 – Employer’s H&S Risk Assessment; HS30 – DSE Risk Assessment)
Provide clear instructions and information, and adequate guidance, to ensure employees, associates, sub-consultants and sub-contractors are competent to do their work	Philip Smith, Director All Principals	Employees, associates, sub-consultants and sub-contractors given necessary health and safety induction and provided with appropriate guidance. Employees provided with appropriate personal protective equipment. We will ensure that risks are assessed and appropriate controls implemented to cover employees engaged in work in client offices and sites and when travelling for work purposes (HS20 – Project H&S Risk Assessment)
Engage and consult with employees on day-to-day health and safety conditions	Philip Smith, Director All employees	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.
Signed:	Philip Smith, Director	Date: 01/01/2015

Health and safety law information	On-line on shared folder	Health and safety law information is provided via the HSE leaflet, which is included as part of document PFMS procedure HS1.
First-aid box location	Home office and vehicles used for work purposes	2x first-aid kits provided for each employee for use in home office and vehicle used for work purposes
Accident recording	On-line on shared folder	Accident recording is located on-line in shared folder, via procedure HR40 -Accident, Dangerous Occurrence & Near Miss Reporting

If required, accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

This Statement of General Policy and Arrangements is based on the combined risk assessment and policy template published by the Health and Safety Executive 08/14

Health and Safety Law

What you need to know



This is a web-friendly version of leaflet ISBN 978 0 7176 6501 3, published 04/09

All workers have a right to work in places where risks to their health and safety are properly controlled. Health and safety is about stopping you getting hurt at work or ill through work. Your employer is responsible for health and safety, but you must help.

What employers must do for you

- 1 Decide what could harm you in your job and the precautions to stop it. This is part of risk assessment.
- 2 In a way you can understand, explain how risks will be controlled and tell you who is responsible for this.
- 3 Consult and work with you and your health and safety representatives in protecting everyone from harm in the workplace.
- 4 Free of charge, give you the health and safety training you need to do your job.
- 5 Free of charge, provide you with any equipment and protective clothing you need, and ensure it is properly looked after.
- 6 Provide toilets, washing facilities and drinking water.
- 7 Provide adequate first-aid facilities.
- 8 Report major injuries and fatalities at work to our Incident Contact Centre: **0845 300 9923**. Report other injuries, diseases and dangerous incidents online at **www.hse.gov.uk**.
- 9 Have insurance that covers you in case you get hurt at work or ill through work. Display a hard copy or electronic copy of the current insurance certificate where you can easily read it.
- 10 Work with any other employers or contractors sharing the workplace or providing employees (such as agency workers), so that everyone's health and safety is protected.

What you must do

- 1 Follow the training you have received when using any work items your employer has given you.
- 2 Take reasonable care of your own and other people's health and safety.
- 3 Co-operate with your employer on health and safety.
- 4 Tell someone (your employer, supervisor, or health and safety representative) if you think the work or inadequate precautions are putting anyone's health and safety at serious risk.

If there's a problem

- 1 If you are worried about health and safety in your workplace, talk to your employer, supervisor, or health and safety representative.
- 2 You can also look at our website for general information about health and safety at work.
- 3 If, after talking with your employer, you are still worried, you can find the address of your local enforcing authority for health and safety and the Employment Medical Advisory Service via HSE's website: **www.hse.gov.uk**

Fire safety

You can get advice on fire safety from the Fire and Rescue Services or your workplace fire officer.

Employment rights

Find out more about your employment rights at:
www.gov.uk

This leaflet is available at www.hse.gov.uk/pubns/books/lawposter.htm
The information is available in other formats.

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