



IM02C OH&S Policy *(ISO45001: 2018; Clause 5.2)*

Seven Ways have established this Occupational Health and Safety policy to be consistent with the purpose and context of our organisation.

We are committed to safeguarding the Health, Safety and Welfare of all its employees by providing a safe and healthy environment for all persons affected by the Company's operations.

It provides a framework for the setting and review of objectives in addition to our commitment to satisfy applicable regulatory, legislative, and other requirements as well as our commitment to continually improve our management system.

In order to achieve the above principles, the Company has put in place the resources and developed in-house systems to achieve the following aims:

1. To execute Company operations without harm to personnel, equipment, or the environment.
2. To monitor new developments and existing compliance with all relevant legislation approved codes of practice and the Safety Policy as a minimum and to continually improve the performance standards specified.
3. To make Health and Safety an integral part of the management of the Company.
4. To provide premises, plant, substances at work and places of work that are safe and without risk to health and safety, and without risks to the welfare and mental health of all the Company's employees.
5. To carry out our operations with due regard for the health and safety of non-employees, and to provide them with prescribed information regarding those operations which may affect their health and safety.
6. To ensure employees take reasonable care for their own and others' safety; are competent; and appropriately trained to meet individual responsibilities and needs.
7. To involve and consult with employees and where appropriate their representatives to effectively communicate with them on health and safety matters.
8. To sustain and develop this Policy by the implementation of an accredited health and safety management system.

9. To review the Safety Policy on an annual basis and implement appropriate improvements.
10. To bring changes to the Safety Policy to the attention of all employees and interested parties.
11. We are committed to comply with applicable legal requirements and with other requirements to which the organisation subscribes that relate to its OH&S hazards.
12. Consulting and participating with workers, and where they exist, workers representatives on OHS&S issues.

This policy is available to all interested parties as well as being made available to the wider community through publication on our Company Notice boards and Website.

Signed: 

Date: 13/12/2024

Stephen Wilson- Director



Procedures

Responsibilities of Employees & Others

All our employees and others must:
Comply with this Health and Safety Policy.
Fully observe the Safety Rules.

Report any safety hazard within their work area or malfunction of any item of equipment to management.

Fully conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others.

Dress appropriately for their working environment or occupation.

Conduct themselves in an orderly manner in the workplace and refrain from any form of horseplay.

Use all safety equipment and/or protective clothing as provided.

Avoid any improvisations of any form, which could create an unnecessary risk to their personal safety and the safety of others.

Maintain all equipment in good condition and report any defects to management when they occur.

Report all incidents, accidents and near misses to the director responsible for the day-to-day management of Health and Safety whether the injury is sustained or not.

Attend as requested any training course designed to further the needs of Health and Safety.

Observe all laid down procedures concerning processes, material and substances used.

Observe the fire evacuation procedure and the position of all fire equipment and exit routes.

Communications & Training for Employees & others

All employees and others shall receive the necessary training, instruction, and information as appropriate, to enable them to carry out their job role in compliance with Health and Safety legislation and Best Practice.



Consultation with Employees & others

All employees and others are fully consulted on all matters which affect the Health, Safety and Welfare whilst in work.

Workplace

Any ill health symptoms thought to be connected to the workplace or work activities should be reported as soon as possible to the responsible person. Establish any underlying causes that could be attributed to any workplace or work activities. Suitable actions will be put in place to support any established or on-going issues.

Risk Assessments

Seven Ways Environmental Services has undertaken suitable and enough risk assessments by competent persons of Health and Safety to assess potential risks to all employees, and visitors.

Information and Training

Seven Ways Environmental Services provides comprehensive, relevant, and adequate information and training on Health and Safety matters.

Welfare at work

Seven Ways have a duty to provide adequate and appropriate welfare facilities to their staff.

First Aid and Accident Reporting and Recording

Seven Ways seeks to ensure best practice in relation to first aid and accident reporting.

First Aiders

Seven Ways provides training for first aiders by an appointed competent training company.

Manual Handling

As an office-based business manual handling operation will be assessed to determine risks to those engaged in various activities.



Reporting/Recording of Accidents, Injuries and Near Misses and RIDDOR

All accidents and injuries will be recorded in the Accident Book. An Accident Book will be kept by the responsible person.

First aid case records and accident book records will be periodically reviewed to ensure satisfactory performance and outcome.

All accidents and injuries will be investigated by the responsible person to evaluate and assess the causes and actions needed.

Any accidents that fall under RIDDOR reporting requirements are actioned within 24 hours. Any RIDDOR reportable accident or incident is followed up by an in-house formal investigation by a competent independent investigator.

Fire

All employees will receive instruction and training in the procedures to be followed in the event of a fire.

Copies of the fire procedure notice are displayed throughout the premises.

The office is maintained and operated by Denbighshire County Council. To this end, the majority of fire safety management is incumbent on them. However, it is acknowledged that Seven Ways Environmental Services has a duty of care to work with Denbighshire County Council in regards to maintaining fire safety within the building.

Work Equipment – Portable Appliance Testing

As an office-based business, Seven Ways have an obligation to carry out, on a regular basis, electrical testing to all electrical equipment.

Personal Protective Equipment – PPE

Making the workplace safe includes providing personal protective equipment where required.

Hazardous Substances

The handling, storage, and use of flammable or other hazardous substances must follow the manufacturer's instructions.

This Health and Safety Policy will be reviewed annually.