



Section 1: General Statement

- 01/** Assembly Contracts Limited (hereinafter known as the Company) recognises its health and safety duties under the Health and Safety at Work Act (1974) and the Management of Health and Safety at Work Regulations (1999) incorporating amendment 2006. The amendment changes the civil liability provisions in the Regulations so as to exclude the right of third parties to take legal action against employees for contraventions of their duties under these Regulations. This extends to employees the same protection against third party action as that provided for employers and concomitant protective legislation, both as an employer and as a company and to that end has appointed the Company Secretary to advise on health and safety maintenance for the Company, to keep workplace procedures relating to health and safety under constant review and to liaise with the Health and Safety Executive (HSE) wherever necessary, so as to keep the Company and its management updated on any new legislation affecting them, EC Directives, regulations and British Standards to ensure compliance with same.
- 02/** In recognition of its duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) the Company has instituted a system for reporting accidents, diseases and dangerous occurrences to the HSE, including injury to any trainee, and this is in addition to its statutory duty to keep an Accident Book available for inspection by an inspector of the HSE.
- 03/** In furtherance of (1) the Company proposes always to comply with its duties under Section 2 of the Health and Safety at Work Act (1974) and the management of Health and Safety at Work Regulations (1999) incorporating amendment 2006, Sections 3 – 6, towards its employees, and more particularly, so far as it is reasonably practicable, to carry out the following:
- Provide and maintain a safe place of work from risks that may arise, a safe system of work, safe appliances for work and a safe and healthy working environment.
 - Risk Registers in place detailing possible risks with existing controls in place.
 - Provide such information as may be necessary to ensure the health and safety at work of its employees and also compliance with the Health and Safety Information for Employees Regulations 2009 and other currently enforceable health and safety regulations and to promote awareness and understanding of health and safety throughout the workplace.
Consult with employees on matters affecting their health & safety.
 - Ensure safety and absence of health risks in conjunction with use, handling, storage and transport of articles and substances.
 - To provide and maintain safe plant equipment.
 - Make regular risk assessments to employees generally striking a reasonable balance between the magnitude of a risk and the probability of its occurrence on the one hand and the practicability or cost control or elimination of a hazard on the other hand.



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- Take appropriate preventive /protective measures to prevent accidents and cases of work-related ill health.
- Safety Check Sheets in place, detailing safety checks carried out in and around the factory at six-month intervals.
- To maintain safe, healthy and environmental working conditions.
- appoint competent personnel to secure to secure compliance with statutory duties.
- carry out a health and safety induction for all new employees and for employees undertaking a change of role within the Company.
- Induction Training also includes “Fire Safety” and “Assembly Point” and the “Fire Extinguisher” locations around the building.
- Lone Worker Policy in place, signed by individuals who may work alone in & around the factory. This policy is also reviewed annually.
- Employees are to be informed of any changes to the Health & Safety Policy, via employee notice boards, copy also displayed within the reception area for review.

In further recognition of its statutory and common law duties, the Company has taken out insurance with an approved insurer, against liability for death, injury and/or disease suffered by any of its employees and arising out of and in the course of employment, provided only that it was caused by the negligence and/or breach of statutory duty on the part of the Company, such certificate of insurance being prominently displayed so as to be available for inspection at all reasonable times by employees and an inspector from the HSE.

All employees of the Company, including trainees, agree to comply with their individual duties under Section 7 of the Health and Safety at Work Act (1974), Regulation 12 of the Management of Health and Safety at Work Regulations (1999) and generally cooperate with their employer so as to enable the employer to carry out his/her health and safety duties towards them. This will include the responsibility of employees to report to supervisors any possible or potential hazard which comes to their notice and with which they cannot deal. Failure to comply with health and safety duties, regulations, work rules and procedures regarding health and safety, on the part of any employee, can lead to dismissal from employment: in the case of serious breaches, such dismissal may be instant without prior warning.

Prime responsibility for health and safety lies with the Managing Director of the Company which regards itself as bound by any acts and/or omissions of the Managing Director giving rise to liability, provided only that such acts and/or omissions arise out of and in the course of Company business, and prosecution of the Managing Director shall not prevent further prosecution against the Company.

In recognition of its duties towards the general public and all lawful visitors to the Company’s premises, the Company regards the extent of its duties as compatible with Sections 2 and 5 of the Health and Safety at Work Act (1974) and the Occupiers’ Liability Acts (1957,1984). In particular, where visitors are under a statutory duty to wear personal protective clothing, or otherwise to take reasonable precautions for their own health and safety, failure to do so will be regarded as a breach of Company policy, entitling the Company to take such measures as it considers appropriate, including asking the visitor to leave the premises.

Statement of Health and Safety Policy

Assembly Contract Ltd



Section 2: Organisation

01/ The Directors are responsible for the health and safety of employee, trainees and others under his/her control and will ensure:

- that all employees, trainees and others under his/her control know and accept their responsibilities under the Health and Safety at Work Act (1974) and other concomitant regulations.
- that all employees, trainees and others under his/her control receive adequate information, instruction, training and supervision – particularly disabled, young or inexperienced persons – for the use of potentially dangerous machinery, materials and substances.
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02/ Trained First Aiders are responsible for the administration of first aid on the premises and ensuring adequate supplies of essential first aid materials are available.

03/ The Health & Safety Officer is responsible for the recording and reporting of accidents, diseases and dangerous occurrences through the appropriate channels.

04/ The Health & Safety Officer is also responsible for checking Company Vehicle personnel driving licenses are valid and to check for and points or convictions annually and maintain records/review.

This statement of policy has been prepared in furtherance of Section 2(3) of the Health and Safety at Work Act (1974) and binds all employees, management, staff and trainees in the interests of both employees and visitors /customers. We request that our visitors/customers respect this policy, a copy of which can be obtained on demand.

The Health & Safety Policy will be reviewed annually and revised as necessary.

Signed: 