



Health & Safety Policy

Authorised by	Revision Number	Date
Sam Manku	2	13/02/2016

Health and Safety Policy Statement

It is Brites Security Solutions policy to ensure, as far as reasonably practicable, the health, safety and welfare of its employees whilst at work, and to have due regard for visiting and neighbouring members of the public. This is a statutory duty under the Health and Safety at Work Act 1974 and supporting regulations.

Our employees have a statutory duty to take reasonable care for the health and safety of themselves and others that may be affected by their acts or omissions at work and to co-operate with the company to meet its duties.

To enable these duties to be carried out, it is our intent to ensure that responsibilities for health and safety matters are effectively assigned, accepted, and fulfilled; consistent with good practices throughout the company at all levels within the organisational structure.

The company so far as reasonably practicable will

- Provide and maintain safe and healthy working conditions, plant, equipment and systems for all our employees.
- Provide and maintain safe workplace with safe access and egress to the workplace.
- Ensure storage, handling, usage and transporting of articles and substances is safe and without risk to health.
- provide all employees with information, instruction, training and supervision as necessary to secure their safety and health at work
- Ensure continuous risk assessments are carried out.
- Ensure monitoring activities are undertaken to maintain agreed standards.

With this intention, the company will provide funds, materials and staff, together with the necessary information, instruction, training and supervision to provide a safe environment.

Whilst it is a statutory duty to comply with regulations, these are seen as a minimum requirement only. Brites Security Solution expects the full co-operation of all employees to improve standards in all aspects of health and safety at work.

All employees have my full support in the implementation of this policy.

Sam Manku

Director Responsible for Health and Safety

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Responsibilities

ROLES AND RESPONSIBILITIES

1.1 Board of Directors

The board of directors have ultimate responsibility. They will:

1. Initiate and oversee the company Health and Safety Policy with a view of effective implementation of the policy.
2. Arrange for funds, facilities and resources for health and safety.
3. Set a personal example including the use of personal protective equipment even for brief periods.

1.2 Director Responsible for Health and Safety

1. Have an understanding of legalisation especially Health and Safety at Work Act 1974 and supporting regulations.
2. Ensure proper and effective implementation of policy by attention to
 - Selection and maintenance of equipment
 - Design and operation of process
 - Information, instruction and training of people at risk
 - Supervision
3. Ensure that responsibilities are properly assigned understood and accepted at all levels.
4. Ensure Health and Safety Policy is kept reviewed.
5. Ensure risk assessments are carried out and the points raised receive proper attention.
6. Report to the board of directors on major safety matters that arise.
7. Act as the board of directors' representative to the Health and Safety Executive.
8. Ensure corrective actions are undertaken in any aspect of health and safety.
9. Set a personal example including the use of personal protective equipment even for brief periods.

1.3 All Staff

Need to know their health and safety duties. These are:

1. Follow company safety rules and any other information, instruction and training.
2. Ensure that their acts or omissions do not endanger themselves or others.
3. Not to misuse or interfere with any equipment provided for health and safety purposes.
4. It is the responsibility of each individual to help to prevent accidents.
5. To ensure that visitors that report to them know their responsibilities.
6. Report all accidents and near misses.
7. Draw management attention to safety problems and defects.
8. Make full use of precautions given to them documented within Risk Assessments.
9. Wear personal protective equipment if necessary even for brief periods.
10. Refrain from horseplay.

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Index to Procedures

Procedures can be found within the H&S Manual (Arrangements)

- 1. Fire**
- 2. First Aid**
- 3. Accidents & Incidents**
- 4. Consultation**
- 5. Risk Assessment**
- 6. Inspections**
- 7. Manual Handling**
- 8. Display Screen Equipment**
- 9. Personal Protective Equipment**
- 10. Induction & Training**
- 11. Safety Signs**
- 12. Health & Safety Assistance**
- 13. Plant & Equipment**

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Health & Safety Policy & Procedures

Brites Security Solution

Name: SAM MANKU

Job Title: DIRECTOR

Date: 13/02/2016

I have received a copy of the Health & Safety Policy document together with a copy of the Health & Safety Procedures Manual. I confirm that I have read and understood the contents and will conform to my responsibilities outlined within these documents.

Signed: *SAM*

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