HEALTH AND SAFETY POLICY

Health & Safety at Work Act 1974

This is the Health & Safety

Policy Statement

Of

Demeter Environmental Ltd

Demeter Environmental Ltd

1. Our Policy is to provide and maintain safe and healthy working conditions for all our employees, providing appropriate tools, equipment, operational processes and safe systems of work covering all our activities.

2. Our management accepts the responsibility for applying the above and for providing information, instruction and training at all times and for the duration necessary to achieve this purpose.

3. Other people may be affected by our activities i.e. visitors, neighbours, contractors etc. and our management accept the responsibility to provide appropriate levels of safety for them.

4. We will provide suitable facilities and / or make the necessary arrangements for the welfare of all our employees at work.

5. Where risks to safety or health need to be 'assessed' under a specific duty or Regulations, we will ensure that an 'assessment' will be carried out and that all actions shown to be necessary will be implemented.

6. Should any of our activities endanger the health of any employee, such activities will be monitored and where necessary, arrangements for health surveillance made.

7. We will provide suitable information regarding the safety or safe use of our services and/ or products.

8. We plan to minimise the risks created by work activities, products and services, organise ourselves in a way that secures involvement and participation at all levels and measure performance against our pre-determined standards.

9. Our commitment to this policy will assist us to develop a positive health and safety culture throughout all areas and activities.

SIGNATURE:  **POSITON: DIRECTOR**

DATE: 18/12/2023 Date of Review: 1st December 2024

This date will be the annual review date of our General Policy on Health and Safety.

FOR ON AND BEHALF OF: DEMETER ENVIRONMENTAL LTD

Demeter Environmental Ltd

RESPONSIBILITIES OF EMPLOYEES

All our employees must:

1. Comply with Health and Safety Policy.

2. Fully observe the Safety Rules.

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

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

5. Dress sensibly and safely for their particular working environment or occupation.

6. Conduct themselves in an orderly manner in the work place and refrain from any form of horseplay.

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

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

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

10. Report all accidents to management whether injury is sustained or not.

11. Attend as requested any training course designed to further the needs of health and safety.

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

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

Demeter Environmental Ltd

RESPONSIBILITIES

- Overall and final responsibility for health and safety is that of:

Paul Hadjikyriacou

- Day-to-day responsibility for ensuring this responsibility is put into practice is delegated to:

Paul Hadjikyriacou

- To ensure health and safety standards are maintained / improved, the following people have responsibility in the following areas:

Name	Responsibility
Paul Hadjikyriccou	
Despo Hadjikyriacou	

COMMUNICATIONS & TRAINING FOR EMPLOYEES

All employees 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, as required by regulations 10 (Information for Employees) and 13, (Capability and Training).

This will include regular toolbox talks as well as formal safety training. Records of any training provided will be held on file.

CONSULTATION WITH EMPLOYEES

All employees of Demeter Environmental Ltd are fully consulted on all matters, which affect the Health, Safety and Welfare whilst at work.

In addition to formal health and safety training, regular toolbox talks are provided to operatives, which may cover changes in legislation, introduction of new work processes, systems of work and/or new work equipment. Written information, i.e. leaflets, guidance information etc is also provided.

When undertaking Risk Assessments or producing Method Statements, operatives who are affected are consulted throughout the process.

Demeter Environmental Ltd

ACCIDENT AND NEAR MISS REPORTING PROCEDURES

Demeter Environmental Ltd takes its responsibilities under health and safety legislation very seriously. As such, all necessary steps will be taken to eliminate or reduce the risk of accidents or a near miss occurring in the work place as much as is reasonably practicable.

However, were accidents or near misses occur, and then Demeter Environmental Ltd will ensure its own 'in-house' accident reporting procedure is followed.

Demeter Environmental Ltd accident reporting procedure is summarised as follows:

Any accident, which is reportable to the Health and Safety Executive, as required by the RIDDOR Regulations (Reporting of Injuries, Diseased and Dangerous Occurrence Regulations), will be fully investigated by Demeter Environmental Ltd

- **Accidents, which result in a Fatality or Major Injury, as defined by the RIDDOR regulations will be investigated immediately.**

- **Accidents, which result in any persons, including members of the public requiring hospital treatment will be investigated within 24 hours.**

- **Any accident, which results in any employee of Demeter Environmental Ltd, a Sub-Contractor or the Client being absent from work for 3 days or more, will be investigated within 3 working days.**

Demeter Environmental Ltd will ensure the necessary reporting procedures as required by the RIDDOR regulations are followed at all times.

RISK ASSESSMENT

Identification of hazards, assessment of the risk and the establishment and enforcement of control measures, are the cornerstones of effective Risk Management.

Control measures are defined in the form of written safe working procedures, method statements and safety plans and relayed to the persons at risk by line management, through formal information channels, instruction and training.

Demeter Environmental Ltd

YOUNG PERSONS / WORK EXPERIENCE PLACEMENTS

The Management of Health and Safety at Work Regulations 1999 define a young person as someone under the age of 18.

Demeter Environmental Ltd shall ensure that young people are protected against any risks to their health and safety at work, which are due to their inexperience, immaturity and lack of awareness of risks. As such, a risk assessment will be carried out. The results of the risk assessment will identify work activities, etc involving risks or harm to young people.

No young person may be employed in work which :

- is outside their physical and/or mental capacity
- involves exposure to agents which are toxic, carcinogenic, cause heritable genetic damage, harm unborn children or cause any other chronic health effects
- involve exposure to risks which cannot be perceived or avoided by young people due to their insufficient attention to safety or lack of experience or training
- involves a risk from extreme hot or cold, noise or vibration.

All young persons employed by Demeter Environmental Ltd will be given a full induction prior to being allowed on site. At this induction the safety rules will be fully explained, including emergency procedures, fire procedures, location of first aid box, first aid supplies and the accident book. Also at this induction any specific risks associated with this site, i.e. working at height, use of work equipment etc, will be fully explained along with the appropriate controls, which are in place and which should be followed at all times

Demeter Environmental Ltd

SPECIFIC SAFETY ARRANGEMENTS AND PROCEDURES

SAFETY IN THE WORKPLACE

- **DO NOT** attempt to repair electric plugs, leads or broken or loose connections on machines etc;
- **DO NOT** touch any plug, socket, switch or light fitting with wet hands;
- **DO NOT** use any machine or equipment which is faulty nor attempt any repair, but ensure that it is reported to your Manager;
- **DO NOT** attempt to clean or maintain any electric equipment
- **DO NOT** change plugs on equipment. Ask your Manager to arrange for a electrician to do this;
- **DO NOT** smoke in the vicinity of flammable liquids, stencil correcting fluids, cleaning fluids, etc.
- **ALWAYS** switch off general equipment after use, particularly at the end of the day.
- **ALWAYS** keep containers of flammable liquids i.e. cleaning fluids, stencil correcting fluids etc. tightly closed when not in use. Store spare containers in a metal cupboard away from heat and the main working area. Ensure that stocks are kept as low as possible to meet requirements;
- **ALWAYS** ensure that flex, plugs and electric cable for portable equipment is visually checked before use. Report frayed or damaged items immediately;
- **ALWAYS** report to your supervisor any sharp edges and badly placed appliances;
- **ALWAYS** keep floors, passages etc. clear of stores, package, litter etc;
- **ALWAYS** put waste paper in the waste bin;
- **DO NOT** throw broken glass, razors or other dangerous items loose into the waste bin. Dispose of these with care and ask for advice from your Manager if in doubt.

- **ALWAYS** walk, do not run;
- **ALWAYS** use care in opening doors outwards;
- **ALWAYS** take care on stairs and use the hand rail;
- **ALWAYS** mop up spills of liquids, do not leave it to someone else;
- **ALWAYS** avoid horseplay, skylarking and practical jokes, it can be Dangerous, if you believe a situation is hazardous, report it to your Manager

Demeter Environmental Ltd

SPECIFIC ARRANGMENTS AND PROCEDURES

FIRE

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

A copy of the fire procedure notice, which is displayed throughout the premises, is known within this manual.

All employees shall be given suitable instruction in basic fire prevention measures.

As part of the fire arrangements, persons have been nominated who are responsible for the fire safety planning/fire precautions, evacuation drills, fire appliance checks, fire alarm tests, record keeping etc.

The person responsible for fire arrangements is: **Paul Hadjikyriacou**

Alarms are tested every: **Month**

Extinguishers are tested by: **Paul Hadjikyriacou**

Demeter Environmental Ltd

FIRST AID ARRANGEMENTS

We recognise the varied statutory requirements covering the provision of first aid personnel, equipment and records, displayed throughout the premises are notices which detail the following;

Nominated Personnel:

QUALIFIED FIRST AIDER (S)

NAME(S): **Despo Hadjikyriacou**

LOCATION(S): **Office**

APPOINTED PERSONS

NAME: **Despo Hadjikyriacou**

LOCATION: **Office**

FIRST AID KIT

First aid Kit(s) Location: Office

HAZARDOUS SUBSTANCES

The handling, storage and use of flammable or other hazardous substances must follow the manufacturer's instructions. They must not be stored with combustible materials. The Control of Substances Hazardous to Health, known as COSHH regulations requires recognition of hazards and assessment of risk to be reported annually by suitably trained personnel.

HEALTH SURVEILLANCE

There are currently no operations or processes within this organisation that require health surveillance to be undertaken as a matter of course.

Should this situation change, appropriate measures will be introduced by management.

CONCLUSION

A high standard of Health & Safety at Work can only be maintained when everyone is conscious of the work conditions at all times. Good housekeeping, a sensible attitude and prompt attention to the little things prevent unwanted occurrences and minimise risk.

This Health and Safety Policy will be reviewed annually.

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