

# Whyte & Co.

## Enforcement Services

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## HEALTH AND SAFETY POLICY

### 1. Statement of Intent

It is the aim of Whyte & Co. to provide a systematic and disciplined approach to all its activities including (but not exclusive to) customer care, quality, health and safety and the environment through its philosophy of providing what is needed rather than what is easiest to provide.

To this end Whyte & Co. will ensure, so far as is reasonably practicable, the health, safety and welfare of our personnel while they are at work and of others who may be affected by their undertakings, and to comply with all the relevant legislation. To ensure the principles of health and safety are clearly understood throughout Whyte & Co, we will be committed to:

- ensuring that there are arrangements put into place for the effective planning, development and review of this health and safety policy; This policy will be reviewed at least annually and following any major changes in working practices / procedures or changes in health and safety legislation.
- ensuring that appropriate systems are developed and maintained for the effective communication of health and safety matters throughout the Company;
- protecting the safety and health of all Employees of the Company by preventing work-related injuries, ill health, disease and incidents;
- complying with relevant health and safety laws and regulations, voluntary programmes, collective agreements on health and safety and other requirements to which the Company subscribes;
- ensuring that Employees and their representatives are consulted and encouraged to participate actively in, and give their full co-operation and support to, all elements of the occupational health and safety management system;
- continually improving the performance of the Health and Safety Management System;
- provide the necessary information, instruction and training to Employees and others, including temporary Employees to ensure their competence with respect to health and safety;
- devote the necessary resources in the form of finance, equipment, personnel and time to ensure the health and safety of Employees. Expert help will be sought where the necessary skills are not available within the Company; Whyte & Co. has appointed a highly qualified health and safety consultant to act as its "competent person".
- liaise and work with all necessary persons to ensure health and safety, and will also ensure that adequate arrangements are also in place for ensuring the health and safety of visitors.

We will take all reasonable steps to implement, monitor and maintain safe plant, substances, equipment, working environments and working practices within Company. We will continuously improve our management systems, in order to protect Employees and others from risks to their health, safety and welfare whilst engaged in work related activities of the Company.

In order to demonstrate and test its commitment to best practice in all aspects of Health and Safety Whyte & Co. has obtained and will maintain accreditation to the Contractors Health and Safety Management Scheme (CHAS)

**Paul Whyte, Partner** has overall responsibility for carrying out this policy but responsibilities are delegated throughout the management team as described in 2. Organisation for Health and Safety: Roles & Responsibilities.

## 2. Organisation for Health and Safety: Roles & Responsibilities

The responsibility for implementing this policy lies with Paul Whyte, Partner who will delegate such functions as necessary to ensure the effective day-to-day operation of our safety arrangements in respect of elements listed below;

All individuals in the workforce, at all levels and functions, are responsible for understanding and carrying out the responsibilities and duties outlined in this procedure.

To enable the allocation of overall responsibility, accountability and authority for the development, implementation and performance of our health and safety management system and the achievement of the relevant health and safety objectives a structure will be established to:

Ensure that health and safety is a line management responsibility which is known and accepted at all levels;

Define and communicate to the Personnel of the Company the responsibility, accountability and authority of persons who identify, evaluate or control health and safety hazards and risks;

Provide effective supervision, as necessary, to ensure the protection of Personnel health and safety;

Promote co-operation and communication among Personnel of the Company, to achieve compliance with the health and safety requirements of national laws and regulations;

Fulfil the principles of health and safety management systems contained in relevant national guidelines, tailored guidelines or voluntary programmes, as appropriate, to which the Company subscribes;

Establish and implement a clear health and safety policy and measurable objectives;

### 2.1 Partner (s) Responsibilities

The Partner(s) shall be responsible for ensuring:

They make a commitment to improving health and safety in the Company demonstrated through their own behaviour and the provision of adequate resources to fulfil the policy objectives.

The objectives outlined within our health and safety management system are fully understood and observed by persons under their control;

Responsibilities for health and safety are clearly defined and allocated/delegated to the appropriate levels within the Company;

The health and safety policy will be reviewed and amended as necessary and any changes are brought to the attention of all personnel;

## **2.2 Management Responsibilities**

Whilst ultimate responsibility for health and safety rests with the Partner(s) responsibilities are delegated to all levels, identifying those individuals with particular safety responsibilities for their areas of control.

Directors and Managers shall be responsible for ensuring:

The health and safety policy be brought to the attention of all personnel, making them aware of all hazards and the means of controlling those hazards;

A representative is appointed to ensure that the health and safety management system is established, implemented and maintained in accordance with relevant health and safety standards;

An Organisational chart is prepared, identifying the management structure throughout the Company;

The Company policies are developed and communicated throughout the Company;

An understanding and awareness of the system is promoted throughout the Company;

Performance of the health and safety management system and any need for improvement is communicated to management;

Sufficient resources exist to manage the daily operation within the Company;

Job descriptions are prepared clearly outlining the key tasks to be managed by the individual;

Personnel are made aware of their responsibilities and these can only be delegated to those with suitable training and competence;

That no items of machinery, equipment or substances are used unless the hazards associated with them have been identified and controls established.

Establish effective arrangements to identify and eliminate or control work-related hazards and risks, and promote health at work;

## **2.3 Personnel Responsibilities**

All our personnel, regardless of position or occupation, have general duties under Sections 7 and 8 of the Health and Safety at Work Act 1974 and other relevant legislation.

As such, all personnel shall be responsible for ensuring:

Take reasonable care of their own health and safety and that of others who may be affected by their actions;

Co-operate with management to meet the employer's legal duties and work in accordance with Company procedures;

Not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare and refrain from actions (or inactivity) which might endanger themselves, or others;

Demonstrate their commitment to health and safety by their behaviour and co-operate in the investigation of accidents and incidents;

Use all equipment safely, including that provided for their personal protection and report to management any defects in equipment or other dangers at once, or as soon as it is safe to do so;

Comply with all safety instructions or procedures and not undertake any tasks that they are not trained for.

## 2.4 Assignment of Individual posts

The individuals listed below, have been allocated general and specific health and safety responsibilities within our policy.

Specific Responsibility	Titles
Element:	Position:
Health and Safety	Partner(s)
Responsibility & Accountability	Partner(s)
Communication & Consultation	Director of Operations
Competence & Training	HR & Training Manager
Management System Documentation	Director of Operations
Risk Management	Partner(s) / Director of Operations
Emergency Preparedness	Director of Operations / All Managers
Evaluation	Director of Operations
Action - Review	All Managers
First Aid Arrangements	Banking Supervisor
Accident Reporting	Operations Manager
RIDDOR Reporting	Director of Operations
Contractors	Director of Operations

## 2.5 Health and Safety Assistance

To assist the Company in our undertaking we have appointed Vikki Owings BSC (Hons), FIIRSA, FAI, FACCI of Citation Services as Health and Safety Consultant to provide competent advice and guidance.

### 3. Review

This policy is reviewed at least annually



Paul Whyte

Partner