



COMPANY HEALTH AND SAFETY POLICY

1. INTRODUCTION
2. COMPANY HEALTH AND SAFETY POLICY STATEMENT
3. ORGANISATION AND DUTIES
 - 3.1 Managing Director
 - 3.2 Managers / Supervisors
 - 3.3 Health and Safety Adviser
 - 3.4 Company Employees
4. ARRANGEMENTS
 - 4.1 Risk Assessments
 - 4.2 Fire precautions
 - 4.3 Medical and first aid facilities
 - 4.4 Training
 - 4.5 Accident investigation and reporting
 - 4.6 Protective clothing
 - 4.7 Visitors and contractors
 - 4.8 Health surveillance
 - 4.9 Arrangements for resourcing health and safety





1. INTRODUCTION

Health & Safety Policy

This policy is set out in accordance with the provisions of the Health and safety at Work etc. Act 1974 and other associated legislation. The general Health and Safety statement of Manchester Cabins Ltd, Another Level Car Parks Ltd & Bunkabin Ltd outlines its intention to provide a safe and healthy working environment and to protect its employees and any other person who may be affected by its work activities, with the organisation and arrangements required achieving this objective.

Manchester Cabins Ltd , Another Level Car Parks Ltd & Bunkabin Ltd recognises that health and safety has positive benefits to the organisation and commitment to a high level of safety makes good business sense. It also recognises that health and safety is a business function and must, therefore, continually progress and adapt to changes. To achieve its aim appropriate levels of resources will be allocated to ensuring health and safety throughout the company.

The approach to health and safety will be based on the identification and control of risks. Adequate planning, monitoring and review of the health and safety policy will be carried out to ensure continual improvements are being made to health and safety standards. A positive safety culture will be encouraged within Manchester Cabins Ltd, Another Level Car Parks Ltd, Bunkabin Ltd and management shall actively support this encouragement, however, The effective implementation of this policy also requires the full cooperation, support, involvement and commitment of all employees at all levels.





2. COMPANY HEALTH & SAFETY POLICY STATEMENT

It is the policy of Manchester Cabins Ltd, Another Level Car parks Ltd & Bunkabin Ltd that all activities carried out on company premises or undertaken by company personnel will be managed in such a manner so as to avoid, reduce, or control, all foreseeable risks to health & safety to any person so far as is reasonably practicable”

The Health and Safety at Work etc. Act 1974 and all other subordinate legislation; impose a statutory duty on employers to ensure so far as is reasonably practicable, the health and safety of their employees whilst at work. This duty also extends to others who may be affected by that work. To enable these duties to be carried out the company will ensure so far as is reasonably practicable, that responsibilities for health and safety matters are effectively assigned, accepted and fulfilled at all levels within the companies organisational structure.

In pursuant of our business objectives it is our policy to manage all activities, protect our employees, contractors and all lawful visitors to our premises ensuring that:

- They meet all relevant laws and regulations.
- They are conducted safely, protecting the health and safety of employees and any other persons who may be affected.
- They are acceptable to the community at large.

In furtherance of the above statement and the need to ensure compliance with all relevant health & safety legislation the company will ensure so far as is reasonably practicable the provision and maintenance of:

- Safe equipment and systems of work.
- A safe place in which to work with safe means of access to and egress from it.
- Suitable and sufficient cooperation, information, instruction, training and supervision to enable all staff to comply with the companies Health & Safety Policy.
- A healthy working environment.
- Arrangements for the safe Storage, Handling, Use and transport of articles, materials and substances.
- Appropriate management procedures and consultative arrangements to monitor and audit compliance with the Health & Safety Policy.
- Appropriate arrangements to assess and control the risks associated with work activities undertaken on the companies premises or by its personnel

To assist in the implementation of the Health & Safety Policy, not only will appropriate external sources of information be consulted, but we will also seek advice from our employees and the health & Safety Advisor to advise on health & safety matters.





Signed by the Director

Date: 1st October 2020

Luke Rothwell: *L Rothwell*

3. ORGANISATION AND DUTIES

The following section is intended to explain the major Health and Safety responsibility of individuals within the Company structure.

The lists shown are not intended to be exhaustive.

3.1 Managing Director

The managing director accepts overall responsibility for health and safety within the company. It is recognised, however, that the effective implementation of this policy requires the involvement and commitment of employees at all levels. The Managing Director will ensure through the management team that the health and safety policy is reviewed at appropriate intervals not exceeding annually.

3.2 Managers / Supervisors

- a) Shall be responsible for the effective implementation of the Company Health and Safety Policy, including all procedures and specifications, within his / her section or area of control.
- b) Shall investigate all accidents and potential hazard incidents in the area under his/her control, reported to him / her either formally or informally, and shall institute corrective measures or report to the appropriate management, action necessary to make safe and/or prevent recurrence of the accident or incident.
- c) Shall regularly inspect his / her section or area of control to check that the safety measures are being maintained and the safety instructions and safe practices are being followed in the method of work, place of work and by the workers.





- d) Shall instruct those under his / her control within the department, precisely and clearly on their duties in respect to the safety of themselves and to others within the department, reception or work area.
- e) Shall define areas of inadequacy of existing Health and Safety measures, and in collaboration with the Health and Safety Adviser, shall institute such additional measures and remedial or repair action as is necessary to bring the situation under control.
- f) Shall implement appropriate Health and Safety Training within their area of control. Shall guide employees on the correct way to carry out their jobs in detail in a manner which is safe.
- g) Shall make himself / herself reasonably available to receive and discuss safety queries raised by employees under his / her control.

3.3 Health & Safety Adviser

The duties of the Health and Safety Adviser are to advise, guide and assist Management to achieve the aims and objectives set out in its statement of safety policy, and collect and report relevant factual data to Management.

To this end, duties include: -

- a) Advising on legal requirements in respect of health and safety at work.
- b) Advising on the safety precautions necessary in the introduction of chemicals and processes, which may be hazardous, and ensuring safety hazard sheets for all chemical substances used within the company are obtained.
- c) Advising on the drawing up and implementation of safe systems of work and on the provision and use of appropriate protective equipment.
- d) Advising on safety aspects in the design and use of equipment.
- e) Maintaining liaison with other departments or personnel for medical and fire matters, also such official bodies as the Health and Safety Executive and Local Fire Authorities.





- f) Review of fire precautions, fire prevention and protection.
- g) Keeping up to date so far as is necessary in relation to the workplace and the risk present
- h) Undertake (with the assistance of management) investigations into the causes of any injuries or incidents and the circumstances leading to the accident / incident. The compilation of the necessary reports, and tendering advice to prevent recurrences.
- l) Advising management on any general Health and Safety Training and implementing both General and Specific Training in the Company. These courses are to be repeated at appropriate intervals. All new employees are to be instructed within a reasonable time scale.
- j) If required, reporting accidents to the Health and Safety Executive, which are covered under RIDDOR.
- k) Recording of accident statistics and presenting incident information in appropriate form for use of management and others in measuring health and safety performance and effecting improvements or corrections.
- l) Carrying out periodic audits and inspections to identify unsafe plant, unsafe working practices, to report upon the results of such inspections, to make recommendations for remedying any defects found, and to ensure correction.

3.4 Company Employees

The attainment of adequate health and safety standards in the workplace relies on the full cooperation of all employees and there is a statutory duty placed on every employee under the Health and Safety at Work etc. Act, 1974 to take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work.

Company employees

- a) Are responsible for their own health, safety and welfare and that of others who could be affected by their acts or omissions.





- b) Fully co-operate with their employer to enable him /her to comply with the duties imposed on him / her by legislation, follow safe working practices and use personal protective equipment where appropriate.
- c) Use any machinery, equipment, dangerous substance, transport equipment or safety device provided by the Company in accordance with the training or instructions received.
- d) Do not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- e) Do not indulge in horseplay or practical jokes which are a risk to health and safety.
- f) Report immediately to their manager, any work situation or malfunction which represents a serious and immediate danger to health and safety, therefore taking an active part in accident prevention.
- g) Report immediately to their manager, any accidents (with or without injury) or dangerous occurrences and assist with any investigation.
- h) Attend training courses designed to further the needs of health and safety as required.
- i) Acquaint themselves with all processes, materials and substances used, with safe handling and safe methods of use and, prior to carrying out work or handling substances or equipment with which they are unfamiliar or believe to be hazardous or dangerous, they obtain the necessary advice.
- j) Are aware of the fire evacuation procedure, the position of the fire alarms and fire fighting equipment on any premises in which they are working.





4. ARRANGEMENTS

4.1 Risk Assessments

Under "The Management of Health and Safety at Work Regulations (1999)", the Company is legally obliged to carry out risk assessments to determine the risks to the health and safety of employees and other persons on the site not employed by the Company including visitors, contractors and the public at large.

Risk assessments will be carried out by competent persons within the Company. The findings of these assessments will be recorded and will be posted in the relevant work areas. Re-assessments will also be carried out whenever there is reason to believe that the original assessments are no longer valid. Master copies of all Risk Assessments will be held by the Health and Safety Adviser.

4.2 Fire Precautions

Instruction notices will be posted up in the premises and employees must make themselves familiar with and obey these instructions.

The fire alarm is manually triggered at least once per annum by the appointed person, to carry out a full fire evacuation drill with all employees and to make sure that the system is fully operational. Records of these drills are entered in the fire log book by the person carrying out the drill.

Once per week, an appointed person will test sound the alarm to ensure that the alarm is operational. Records of these tests are entered in the fire log book by the person carrying out the tests.

Fire fighting equipment has been provided in accordance with the findings and control measures from the fire risk assessment.

4.3 Medical and First Aid Facilities

Medical and first aid facilities have been provided in accordance with the statutory requirements and those facilities are under the control of the Company appointed first aider(s).

Information on the medical and first aid facilities available will be given to all employees as part of their induction training and the location of the first aid posts and/or medical centre will be indicated as appropriate with signs or by other suitable means.





4.4 Training

All employees will be given instructions on health and safety matters relevant to their employment with the Company. The instructions will be given via the Health & Safety Adviser or Line Managers.

4.5 Accident Investigation and Reporting

In compliance with the statutory requirements the management has made arrangements for the investigation and reporting to the management, the appropriate inspectorate and other authorised persons of any reportable accidents or notifiable diseases. The investigation will normally be carried out by the manager and the Health and Safety Adviser but may also be carried out in conjunction with an employee safety representative.

Records and registers of notifiable accidents, disease and dangerous occurrences investigations will be retained for five years.

4.6 Protective Clothing

Protective clothing is made available or issued on a personal basis as specified under the statutory requirements and in other cases as agreed by the management and the employee's representatives.

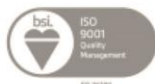
Where protective clothing equipment is required to be worn, notices or placards to this effect are posted up at the workplace or at the entrance to the workplace.

Adequate provision is made for the issue, maintenance, repair and replacement of protective clothing or equipment. Such provisions are subject to review as and when required. Employees are entitled to make requests or representation to their immediate manager.

4.7 Visitors and Contractors

The management will make suitable and adequate arrangements to comply with their duties in respect to the health and safety of visitors (including Contractors) while they are on Company premises.

Where necessary, employees will be made aware of the arrangements and their duties in respect to visitors and contractors.





4.8 Health Surveillance

In accordance with the "Control of Substances Hazardous to Health Regulations 2002 (as amended)" and "The Management of Health and Safety at Work Regulations (1999)" Health Surveillance will be performed / arranged by the Health and Safety Adviser and will include the following areas *where* necessary: -

- Annual Skin Monitoring
- Annual Lung Function Monitoring
- Annual Ear Screening

This list will be amended as and when appropriate.

In accordance with the Management of Health and Safety at Work Regulations, for any employee who advises the company that they are pregnant, a risk assessment will be carried out and any necessary action to protect either prospective mother or unborn baby will be completed.

In accordance with the Working Time Regulations, any employee asked to undertake night shift work will be offered free health assessments prior to commencing night shift and repeat assessments will be completed annually until such time as night shift work ends.

4.9 Arrangements for Resourcing Health and Safety

Manchester Cabins Ltd, Another Level Car Parks Ltd & Bunkabin Ltd will ensure adequate time is given to manage implement and carry out a strong health and safety work ethic throughout the companies.

This includes time for training, meetings, financial backing for training, sourcing and procuring safety equipment, clothing and personnel protective equipment for all employees. To ensure we as a group of companies are as safe as we can possibly be for now and in the future.

