

# Health & Safety Policy



The Health and Safety at Work Act 1974 and all other subordinate legislation, imposes 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.

Employees also have a statutory duty to take care of themselves and others who may be affected by their acts or omissions. To enable these duties to be carried out, it is New Design Group's will to ensure so far as is reasonably practicable, that responsibilities for health and safety matters are effectively assigned, accepted and fulfilled at all levels within New Design Group's organisational structure.

## **A. New Design Group will, so far as is reasonably practicable, ensure that:**

- Adequate resources are provided to ensure that proper provision can be made for health and safety.
- Systems of work are provided and maintained that are safe and without risks to health.
- The place of work is safe and that there is safe access to and egress from the workplace.
- Arrangements for use, handling, storage and transport of articles and substances at work are safe and without risks to health.
- All employees are provided with such information, instruction, training and supervision as is necessary to secure their safety and health at work and the safety of others who may be affected by their actions.
- The provision and maintenance of all plant, machinery and equipment is safe and without risk to health.
- Risk assessments are carried out and reviewed periodically.
- Health surveillance is provided where appropriate.
- The working environment of all employees is safe and without risks to health and that adequate provision is made with regard to the facilities and arrangements for their welfare at work.
- Monitoring of work activities are undertaken to help maintain agreed performance standards.

## **B. It is the duty of all employees at work:**

- To take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions and to co-operate with New Design Group. with regard to any duty placed on New Design Group to enable the discharge of its duties under the Act and any Regulations and Codes of Practice.
- Not to interfere with or misuse anything provided in the interest of health and safety.
- To understand that non-compliance with either of the points above may lead to disciplinary action.

## **C. General:**

- The Health and Safety Policy will be reviewed periodically, amended and updated as and when necessary. The Policy, and any subsequent changes, will be promulgated to all employees.
- New Design Group will provide and maintain effective procedures for consultation and communication with employees and, where appropriate, trade union safety representatives on all matters relating to health, safety and welfare in order to ensure the effectiveness of the Health and Safety Policy.
- The New Design Group management will keep the Health and Safety Policy under continual review.

It is the overall policy of New Design Group to plan, regularly review, develop and progressively improve organisation and arrangements to provide, so far as is reasonably practicable, a workplace and working conditions which are safe for all staff and others who may be affected by New Design Group's activities.

High standards of Health and Safety will be achieved by putting this policy into practice. The fostering of a positive health and safety culture will secure involvement and participation at all levels, and will be sustained by effective communications plus the promotion of competence to enable all employees to make a responsible and informed contribution to the health and safety effort.

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## Method Statement For Safe Working On Site.

### Risk Assessment

Prior to the delivery of furniture to site, our Project Manager David Hart, carries out a full assessment and site survey in order to ensure the safest working conditions for our fitters and to facilitate a smooth run installation for our Client.

This assessment will cover every aspect and phase of the work from access arrangements to clearing of the site and final quality check. Any anticipated problem will be discussed and resolved with the Client or his agent before the commencement of the work.

### Delivery

Delivery of furniture will be via an entrance agreed with the employer. The furniture will then be transported directly to the appropriate locations. Access to these locations will be via routes as agreed with the employer.

If a lift is used for this purpose, attention will be taken not to exceed the weight capacity. If necessary, protection to floors, doors, lifts etc. will be provided.

Care will be taken not to leave any items in corridors, doorways or against fire hoses or fire alarm points.

All rubbish will be removed from site on a daily basis and the site will be left in a tidy state each day.

### Installation

All fitters have been trained in accordance with the manufacturer's instructions.

All personnel will sign in and out of the site as instructed.

No smoking is allowed on site.

Safety clothing/helmets are worn as instructed by the site agent.

All personnel are made aware of fire exit routes, on arrival on site.

### Electrical

All power tools are regularly checked and labelled by a qualified electrician.

Tools used on site are only used by qualified personnel.

Care will be taken to ensure that cables are kept tidy and do not obstruct corridors or doorways.

Any electrical work is only undertaken by qualified personnel.

### Noise Level

Although minimal noise is normally experienced, care will be taken to ensure that work causing any noise will only be undertaken at a time as agreed with the site agent.

### Hazardous Substances

Hazardous substances are not normally used. The only chemicals used are light detergents for cleaning down furniture.

### Overall Safety

Overall site safety is supervised by our Installation Manager.

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