



# Health & Safety Policy Statement

Health & Safety at Work etc Act 1974

This is the Health & Safety Policy Statement of:

**Lynk Contract Services Limited**  
**12 Elcombe Close**  
**Bracklesham Bay**  
**West Sussex**  
**PO20 8QZ**

**Tel: 01243 670 606**  
**Fax: 01243 839 067**

## **Our statement of general policy is:**

- to provide adequate control of the health & safety risks arising from our work activities.
- to consult with our employees on matters affecting their health & safety.
- to provide & maintain safe plant & equipment.
- to ensure safe handling & use of substances.
- to provide information, instruction & supervision.
- to ensure all employees are competent to do their tasks, & to give them adequate training.
- to prevent accidents & cases of work-related ill health.
- to maintain safe & healthy working conditions, provide and maintain plant, equipment and machinery and ensure the safe use and storage of substances
- to review & revise this policy as necessary at regular intervals or following a major change in working practices.

## **Responsibilities**

1. Overall & final responsibility for health & safety is that of:

**Christopher Hawkes**

2. Day to day responsibility for ensuring this policy is put into practice is delegated to:

**Alexandar Petrov**

3. To ensure that health & safety standards are maintained & where possible, improved, the following people have responsibility for health & safety on site:

**Alexandar Petrov**

4. All employees are required to:

- co-operate with supervisors & managers on health & safety matters.
- not interfere with anything provided to safeguard their health & safety.
- take reasonable care of their own health & safety & that of all others who may be working on site.
- report all health & safety concerns to an appropriate person (as detailed in this policy statement).

## **C.D.M. Regulations 2015**

Although the C.D.M. Regulations 2015 have little or no impact upon our business we will comply with the spirit of the law in relation to how it may affect us. All constructive inputs and suggestions will be implemented from the 'client'. Prior to the start of work liaison will be made with relevant person (usually the planning supervisor or principle contractor to establish the manner in which work will proceed).

Any guidance given by relevant parties will be considered the minimum safety standard for all works. All works therefore, will be planned in such a way that they can be carried out within the constraints of and in the spirit of these regulations, guidelines and advice notices. Chris Hawkes will carry this responsibility.

## **Health & Safety Risks Arising From Our Work Activities**

1. A site specific Risk Assessment will be provided for all jobs and this will be undertaken by:

**Alexandar Petrov**

2. The findings of the risk assessments will be reported to

### **Christopher Hawkes**

3. Action required to remove/control risks will be approved by:

### **Christopher Hawkes**

4. The following people will be responsible for ensuring that the required action is implemented & that the implemented action has removed/reduced the risk:

### **Alexandar Petrov**

5. Assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest. The next review will be carried out in October 2015.

## **Consultation With Employees**

1. Any employee who has any concerns regarding health & safety matters should initially report or discuss the matter with the supervisor/manager on site namely

### **Alexandar Petrov**

2. If the matter is not satisfactorily resolved by the process outlined in 1 above then the matter should be reported to the following

### **Christopher Hawkes**

## **Health Surveillance**

1. Many of the substances that we work with can cause irritation to skin. Employees noticing soreness, redness and itching on their hands and arms should initially report or discuss the matter with the supervisor/manager on site namely

### **Alexandar Petrov**

2. If the matter is not satisfactorily resolved by the process outlined in 1 above then the matter should be reported to the following who will arrange for an appropriate medical examination to be undertaken

### **Christopher Hawkes**

## **Asbestos**

1. Employees should not come in to contact with Asbestos during the normal course of their work. Any Asbestos present in an existing building should have been identified and removed the main contractor prior to our works commencing. Any employee who suspects that they may have come into contact with Asbestos should stop work immediately and report their concerns to their site supervisor or manager, namely

### **Alexandar Petrov**

2. If it is found that any employees have come into contact with Asbestos this should be reported to the following who will arrange for an appropriate medical examination to be undertaken

### **Christopher Hawkes**

## **Safe Plant & Equipment**

1. The following person will be responsible for ensuring effective maintenance procedures are drawn up. In particular all electrical equipment is to be PAT tested annually.

**Christopher Hawkes**

2. The following person will be responsible for ensuring that all identified maintenance is implemented:

**Alexandar Petrov**

3. It is the responsibility of the employee to check each piece of equipment prior to commencing work. Any problems found with plant or equipment should be reported to:

**Alexandar Petrov**

4. The following person will check that all new plant & equipment meets health & safety standards before it is purchased:

**Christopher Hawkes**

## **Safe Handling & Use of Substances**

1. The following person will be responsible for identifying all substances requiring a COSHH assessment. The same person will be responsible for undertaking that assessment:

**Alexandar Petrov**

2. The following people will be responsible for ensuring that all the actions identified in the assessments are implemented & that all relevant employees are informed about the COSHH assessments:

**Alexandar Petrov**

3. The following person will check that new substances can be used safely before they are purchased:

**Alexandar Petrov**

4. Assessments will be reviewed every 12 months or when the work activity changes whichever is the soonest. The next review will be carried out in October 2015

## **Information, Instruction & Supervision**

1. The Health & Safety Law poster should be displayed at most of the sites where we work. Should you require a leaflet detailing this information please contact the following:

**Alexandar Petrov**

2. Any employee that requires any advice regarding health & safety matters should speak to:

**Alexandar Petrov**

3. Supervision of young workers/trainees will be arranged & monitored by:

**Alexandar Petrov**

4. The following person is responsible for ensuring that our employees working at locations under the control of other employers are given relevant health & safety information:

**Alexandar Petrov**

## **Competency for Tasks & Training**

1. Induction training for all employees will be provided by:

**Christopher Hawkes**

2. All operatives are to have passed the CSCS health & safety test before going onto site unsupervised. All supervisors are to hold SSSTS. Task specific training will be provided by:

**Alexandar Petrov**

3. Training records are kept by the company at the following address:

**12 Elcombe Close  
Bracklesham Bay  
West Sussex  
PO20 8QZ**

4. Training will be identified, arranged & monitored by:

**Christopher Hawkes**

## **Accidents, First Aid & Work-Related Ill Health**

There should be a first aid kit at every site where we work. The location of this will be given to you at the site induction. In addition the company provides a first aid kit in every company vehicle & additional kits are kept in each work box.

There will be a trained first aider at most sites where we work & this person will be made known to you at the site induction.

All accidents & cases of work related ill health are to be recorded in the accident book which will be kept at each site where we work. The person responsible for reporting accidents, diseases & dangerous occurrences to the enforcing authority is:

**Christopher Hawkes**

## **Safety Inspections**

To ensure that these policies and procedures are effective in maintaining a high level of Health & Safety an safety inspection will be carried out annually or in the event of a major incident. The next inspection will be due on 01 August 2018. The person responsible for carrying out this inspection and ensuring that all procedures are followed is:

**Christopher Hawkes**

## Monitoring

To check our working conditions & ensure our safe working practices are being followed, we will investigate all accidents or ill health occurring at work. In addition, we will investigate all “near misses” brought to our attention by our employees or any person working on site.

The person responsible for investigating accidents & work-related causes of sickness absences & for acting on investigation findings to prevent a recurrence is:

**Christopher Hawkes**

## Emergency Procedures - Fire & Evacuation

The emergency procedures governing what to do in case of fire or other emergency will be specific to each individual site & will be explained at the induction meeting for that site.

The site manager will be responsible for the fire risk assessment, keeping escape routes clear, the maintenance of fire extinguishers & the testing of alarms.

It is the responsibility of every employee to bring to the attention of their supervisor/manager any defects which they notice in these arrangements e.g. blocked or locked fire escapes.

Responsible for SHE on site	Alexandar Petrov	07428 084 440
Overall responsibility for SHE	Christopher Hawkes	07528 953 986

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**Chris Hawkes**

**Director**  
**31 January 2018**