

HEALTH & SAFETY POLICY STATEMENT

Venson is committed to managing all responsibilities under the Health & Safety at Work etc Act 1974;

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our employees on matters affecting their health and safety
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances
- To ensure safe work-related road safety
- To provide information, instruction and supervision for employees
- To ensure all employees are competent to do their tasks, and to give them adequate training
- To prevent accidents and cases of work-related ill health
- To work in conjunction with the trade unions with regard to health and safety related issues
- To maintain safe and healthy working conditions
- To review and revise this policy as necessary at regular intervals

Venson are committed to giving health and safety the highest priority in all of its activities. We expect staff, visitors and contractors to share this commitment by complying with our policies and, where appropriate, our procedures and to understand that they too have legal and moral obligations to themselves and to one another. We are dedicated to ensuring the health and safety of all persons who may be affected by our activities.

HEALTH & SAFETY RESPONSIBILITIES

Overall responsibility for Venson Health & Safety is that of:
SAMANTHA ROFF, Managing Director

Day to day responsibility for ensuring this policy is put into practice is delegated to:
GIL KELLY, Operations Director

To ensure health & safety standards are maintained and improved, the following people have responsibility for these designated areas:

- Jonathan Bean – Hessay Technical Facility
- Karen Newport – Hertfordshire Technical Facility
- Heads of Department – Venson House, Thames Ditton

All employees are required to:

- Co-operate with managers and supervisors on health & safety matters
- Not interfere with anything provided to safeguard their health & safety
- Take responsible care of their safety and that of others working around them
- Report all health & safety concerns to an appropriate person



HEALTH & SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk Assessments will be undertaken by MANAGERS and/or the OPERATIONS DIRECTOR with guidance from appropriate managers and competent staff. Only competent staff may undertake risk assessments.

The findings of the risk assessment will be made available to all STAFF. Risk assessments will be filed in the local Health & Safety Folder and available electronically.

Action required to remove/control risks will be approved by the OPERATIONS DIRECTOR and the appropriate MANAGER or BOARD DIRECTOR. The MANAGING DIRECTOR will be made aware of all implementations.

MANAGERS or REPRESENTATIVES OF EMPLOYEE SAFETY (ROES) will be responsible for ensuring the action required is implemented. The OPERATIONS DIRECTOR will check that the implemented actions have removed or reduced the risks to a satisfactory level.

Risk Assessments will be reviewed at least annually or when the activity changes, whichever is soonest.

Managers shall inform the OPERATIONS DIRECTOR of any changes.

CONSULTATION WITH EMPLOYEES

Employee representatives are:

- Hertfordshire Technical Facility – MICHELLE BUCKLAND
- Hessay Technical Facility – JONATHAN BEAN
- Venson House Thames Ditton – SOFIA ALCANTARILLA

Consultation with employees is provided by:

- Representative Trade Unions
- Representatives of Employee Safety (ROES)
- Venson Senior Managers / Directors

Senior Managers / Directors:

- SAMANTHA ROFF, Managing Director
- GIL KELLY, Operations Director
- KELLIE SHAW, Human Resources Manager
- KAREN NEWPORT, Mallow Park Contract Manager
- JONATHAN BEAN, Hessay Workshop Manager
- Representatives of Employee Safety

SAFE PLANT AND EQUIPMENT

MANAGERS or persons appointed by the manager shall be responsible for:

- identifying all equipment/plant needing maintenance
- ensuring effective maintenance procedures are developed and implemented
- checking that new plant and equipment meets health and safety standards before equipment is purchased and to ensure that the equipment is satisfactory before use

Staff shall notify MANAGERS/SUPERVISORS of any problems found with plant/equipment. Faulty equipment will be removed from use immediately until a repair can be affected or the item replaced.



SAFE HANDLING AND USE OF SUBSTANCES

MANAGERS/SUPERVISORS will be responsible:

- for identifying all substances which need a COSHH assessment
- ensuring required personal protective equipment (PPE) is available
- for checking that new substances can be used safely and obtain COSHH data sheets before substances are used

MANAGERS/OPERATIONS DIRECTOR will be responsible:

- for undertaking COSHH assessments and review every 12 months
- for ensuring that all actions identified in the assessments are implemented

MANAGERS/SUPERVISORS will be responsible for ensuring that all relevant employees are informed about the COSHH assessments, data sheets and PPE

WORK RELATED ROAD SAFETY

To ensure the Company complies with its 'Driving At Work' policies, driving assessments appropriate to the level of business usage may be required; these are managed by RoSPA. To promote safe driving practices, information detailing safe driving techniques, fuel efficiency, journey planning, emergencies etc. can be found in the *Venson Employee Drivers Handbook*. In addition, all drivers must comply with the law, The Highway Code and relevant Venson policies and procedures.

EMPLOYEES are responsible for ensuring that they can read a number plate at 20.5 metres, have had regular eyesight tests and are responsible for raising any concerns about driving hours, journeys or schedules with their MANAGER.

MANAGERS are responsible for knowing where staff are going. Driving at Work Policies and specific procedures in relation to driver safety are available for Mobile Response Technicians, Recovery and Collection & Delivery Drivers.

INFORMATION, INSTRUCTION & SUPERVISION

The Health & Safety Law poster is displayed at all company sites.

Health & Safety Law – what you should know; this information leaflet is available from the HSE website.

Health & Safety Induction training will be provided by the HR DEPARTMENT and MANAGERS. Suitable specific training relevant to the employees' job task will be arranged by the MANAGER or HR MANAGER.

Health & Safety advice is available from the OPERATIONS DIRECTOR.

Supervision of young workers and apprentices will be monitored by MANAGERS AND SUPERVISORS; a specific risk assessment must be completed and approved by the OPERATIONS DIRECTOR.

MANAGERS are responsible for ensuring that adequate Health & Safety Procedures, Risk Assessments and Safe Working Systems are documented and available to all employees.

MANAGERS are responsible for providing employees with relevant health and safety training/information when working at non-Venson locations.



MONITORING HEALTH & SAFETY

It is the responsibility of BOARD DIRECTORS and MANAGERS to review this Policy for suitability and applicability to the Business at least annually or sooner if business operations dictate.

Site Health & Safety inspections will be carried out Quarterly by competent SUPERVISORS or REPRESENTATIVES OF EMPLOYEE SAFETY or other competent nominated person.

The MANAGERS are responsible for investigating accidents and near-miss incidents and reporting to the BOARD.

HUMAN RESOURCES are responsible for investigating work-related causes of sickness absence in liaison with MANAGERS and reporting to the BOARD.

MANAGERS are responsible for acting on findings to prevent recurrences of accidents or near-miss events.

Health surveillance is provided for employees in the following areas: vehicle spraying, ply line machining, night workers and technicians. This will be arranged by HUMAN RESOURCES and records of the surveillance results will be held by HUMAN RESOURCES DEPARTMENT (a copy may also be held locally).

Qualified first aiders are located at all sites. All Mobile Response Operational staff are provided with first aid training. All accidents and cases of work-related ill health are to be recorded in the local accident book. This book is kept in the Reception area at all sites.

All Accident Reports must be forwarded to the OPERATIONS DIRECTOR within 24 hours. Serious/major accidents must be reported immediately to the OPERATIONS DIRECTOR and recorded through RIDDOR where required.

All near-miss accidents are to be reported for further investigation.

Personal risk assessments are completed by the HUMAN RESOURCES DEPARTMENT for the following:

- New and expectant mothers
- Workers returning to work following an industrial injury or sickness
- Workers suffering any ailments that might be improved through re-assessment of their working environment.

COMPETENCY FOR TASKS AND TRAINING

Role specific / competency training will be provided/arranged for all employees by HUMAN RESOURCES DEPARTMENT and MANAGERS.

Health & Safety information will be provided by the OPERATIONS DIRECTOR.

Performance Management Reviews (PMRs) and focus on Continual Development is monitored by MANAGERS and SUPERVISORS.

Training will be arranged, monitored and recorded by the HUMAN RESOURCES DEPARTMENT.



EMERGENCY PROCEDURES, FIRE AND EVACUATION

The person with overall responsibility for fire safety risk management in Venson premises is GIL KELLY, OPERATIONS DIRECTOR.

Fire systems including control box, extinguishers, sensors and emergency lighting are maintained and checked by APPOINTED CONTRACTORS at the recommended intervals.

Fire alarms are tested weekly by APPOINTED PERSONNEL. Mock emergency evacuation is carried out at least annually.

SALLY TURPIE is responsible for planned maintenance events of the fire management systems including the control panel, emergency lighting, smoke and heat detectors and fire extinguishers. LOCAL MANAGEMENT and SUPERVISORY TEAMS are responsible for the day to day fire prevention management.

A suitable number of FIRE MARSHALS are available at each Venson site. Fire marshals receive external training in fire prevention, emergency evacuation and the use of fire extinguishers. In addition to their role in a fire situation, FIRE MARSHALS are also responsible for carrying out daily, weekly and quarterly checks of the fire protection systems, escape routes, conducting weekly alarm tests and periodic fire drills."

The MANAGER undertakes a Fire Safety Risk Assessment for each Venson premises. Assessments are reviewed at least annually dependant on change.

Contractors working on Venson premises are briefed in essential fire safety matters including location of escape routes, the sound of the alarm and the location of the assembly point. Contractors working on gas and electrical systems must hold recognised qualifications. If contractors need to conduct 'hot works', fire risks must be assessed and adequately controlled.

End

Statement of Undertaking

Venson undertake to continually review and develop the safety management system, with the overarching aim of conducting activities in a manner which does not affect the health and safety of staff, contractors, visitors or members of the public, or adversely affect the environment.

I, members of the Board and Management are committed to this Policy and to the implementation and maintenance of the highest standards of health, safety and welfare across the Business. We expect Venson Safety Representatives and employees to share this commitment and to work together to achieve it.

Managing Director		SAMANTHA ROFF
Business Development Director		DANIELLE TILLEY
Director of Client Management		SIMON STATON
Finance Director		MARK GERARD
Operations Director		GIL KELLY
Marketing Director		ALISON BELL
Human Resources Manager		KELLIE SHAW
Herts Contract Manager		KAREN NEWPORT
Hessay W/Shop Manager		JONATHAN BEAN