



## **HEALTH AND SAFETY POLICY STATEMENT**

### **SAFETY POLICY STATEMENT**

This is the Health & Safety Policy Statement of, and is applicable throughout Ross & Liddell;

The Board of Directors of Ross & Liddell Ltd., are committed to discharging their obligations under the Health and Safety at Work Etc. Act 1974, The Management of Health and Safety at Work Regulations 1999, and all other relevant statutory legislation.

They will seek to provide a healthy and safe working environment for their Employees and will endeavour to ensure the safety and health of all others who could foreseeably be affected by the activities under their control or the conducting of their undertaking.

The properties managed and let by them will be maintained to a standard, which complies with statutory legislation as appropriate to the circumstances prevailing.

The safety and health of tenants and members of the public will be provided for so far as is reasonably practicable.

The Company will provide -

- Sufficient information, instruction and supervision as to enable all employees to avoid hazards and contribute positively to their own safety and health at work.
- A safe and healthy place of work and access to it.
- Adequate welfare facilities.
- A source of competent health and safety advice and assistance to enable Directors and Staff to carry out the health and safety responsibilities assigned to them.

To achieve a high standard of health and safety the active co-operation of all Employees is essential.

Employees are reminded of their own duties under the Health and Safety at Work Etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 to take care of their own safety and that of other persons and to co-operate with their employer so as to enable him to carry out his responsibilities successfully.

The Organisation, Responsibilities and Arrangements to enable this Policy on Health and Safety to be effective are contained in the attached documents.

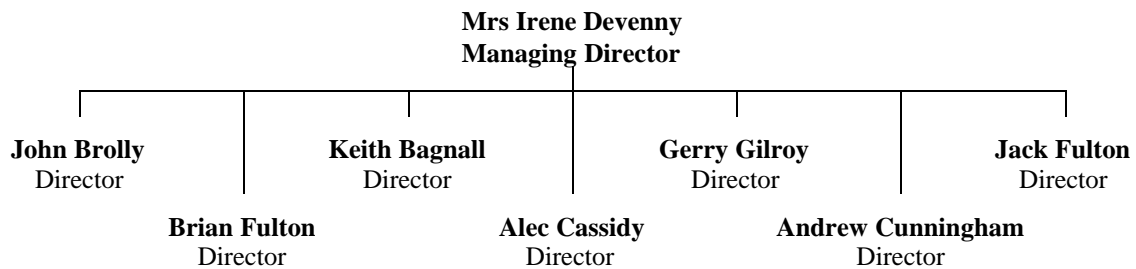
This Policy and the associated documents will be revised annually or as and when required and will be publicised within the Company.

Signed: ..... Date: .....

**Mrs. IRENE DEVENNY**  
(Managing Director with overall and final responsibility for Health and Safety)

## HEALTH AND SAFETY AT WORK ETC ACT as amended

### 1.1 ORGANISATION FOR HEALTH & SAFETY



### 1.2 ORGANISATION

#### 1.2.1 Health and Safety at Ross & Liddell is a line management responsibility

The Organisational Chart (1.1 above) shows the lines of responsibility, and identifies the Management individuals with responsibility for particular sites, departments and sections.

The Managing Director of the Organisation is based at the main Glasgow office.

The Paisley, Edinburgh and Dundee Offices are each under the direct supervision of a Director of the Organisation with a Manager at both the Edinburgh and Dundee Offices.

The Organisation and Responsibilities section of this document show the role of the Management chain and Supervisory staff in the implementation of the Organisation's safety management system

#### 1.2.2 PLANNING

The Managing Director will set overall policy and direction for all matters regarding health and safety at work.

The Managing Director has general responsibility for control and administration of the Policy.

An external Consultant is appointed to provide a competent source of advice and assistance on health and safety matters.

#### 1.2.3 MONITORING AND REVIEW

The Managing Director is responsible for monitoring and reviewing health and safety policy and procedures within the Organisation.

To achieve this aim, a system of continuous monitoring and review will take place to ensure that the Organisation's Management meets its obligations for health and safety towards all who work in, reside or visit our buildings and premises.

Quarterly meetings are to take place via Managing Director and the external Consultant, where all issues of a Health and Safety nature that have/or likely to affect the Policy aims of the Organisation will be monitored and reviewed.

#### 1.2.4 HEALTH & SAFETY CONSULTANTS

Health & Safety Services (Glasgow) Ltd  
33 Rosevale Street, Glasgow, G11 6EL

### 1.3 RESPONSIBILITIES

#### 1.3.1 Overall and final responsibility for health and safety is that of;

**Mrs Irene Devenny, MD**

## HEALTH AND SAFETY AT WORK ETC ACT as amended

### The Managing Director shall ensure that:

- The Health and Safety Policy Document is prepared and reflects the Organisation and Arrangements for health and safety as these apply to the activities of all employees and of others who may be affected by the Company's operations.
- The Health and Safety Policy as prepared is made known to the employees of the Company.
- The policy is fully implemented and that a high standard of compliance is achieved by regular monitoring, the provision of adequate supervision and by the dissemination of information.
- Adequate financial provision is made for foreseeable items of expenditure associated with health and safety.
- Such Health and Safety training as is necessary is provided to ensure that all staff are competent to discharge their duties.
- There is provided a competent source of health and safety advice and assistance to ensure compliance with the Management of Health and Safety at Work Regulations 1999.
- In all of the Company's arrangements for health and safety, that risks to the safety and health of employees, tenants, occupiers and members of the public, as appropriate, are identified and adequately controlled.
- Waste is properly controlled and any adverse effects on the environment through Company activities are minimised so far as is reasonably practicable.
- Matters requiring professional advice and assistance are referred to Health and Safety Services (Glasgow) Ltd who have been appointed as the Company's Health and Safety Consultants.
- The arrangements for recording and reporting of all injury accidents are implemented and the enforcing authority is informed where appropriate.

1.3.2 To ensure that health and safety standards are maintained and improved, the following Directors have responsibility in the following departments;

<i>Name</i>	<i>Responsibility</i>
Irene Devenny	Property Management at Glasgow Office
John Brolly	Property Management at Edinburgh and Dundee Offices
Brian Fulton	Property Management at Paisley Office
Keith Bagnall	Information Technology and Insurance
Alec Cassidy	Finance and Administration (including internal office protocols)
Gerry Gilroy	Surveying and Commercial Services; Building Surveying
Andy Cunningham	Surveying and Commercial Services; Commercial Services
Jack Fulton	New Business and Residential Lettings

## **HEALTH AND SAFETY AT WORK ETC ACT as amended**

1.3.3 Directors' common responsibilities are to ensure that;

- the Company Policy and Arrangements for health and safety are implemented within their area of control;
- the employees under their charge receive information, instruction and training as appropriate to enable them to carry out their duties safely and without risk to health;
- contractors engaged by them have been assessed and are competent to carry out their work, and take due regard to the health and safety of all persons who may be affected by their activities;
- matters that they have not the authority to deal with are brought to the attention of Mrs Irene Devenny, the Managing Director with general responsibility for health and safety.

1.3.4 Directors with additional specific responsibilities are as follows;

Property Management Directors:

- To ensure that premises are repaired and maintained to ensure so far as is reasonably practicable so that the safety and health of employees or other premises are not put at risk.

Information Technology Director:

- The requirements of the Display Screen Equipment Regulations 1992 are complied with in regard to the design of the workstations, the equipment and the associated work environment.

Finance Director:

- To give consideration to Health and Safety implications in decisions affecting financial transactions.

New Business and Residential Lettings Director:

- The furnished premises for which he is responsible are maintained and managed with due regard to the health and safety of all those concerned;
- To ensure that Health, Safety and fire legislation applicable to the services being provided are complied with.

1.3.5 All employees shall ensure that they;

- Co-operate with the Company in the implementation of its Policy and Arrangements for health and safety.
- All injury accidents are reported and recorded in the Company Accident Book.
- They conduct themselves in a manner as to ensure their own safety and the safety of others who foreseeably could be affected by their acts or omissions.
- They are aware of the fire procedure for the premises in which they work in, and in particular are familiar with the means of escape in the event of fire.
- All work activities are carried out in accordance with the instructions or training that they receive.
- Any unsafe situation or concerns of a health and safety nature are brought to the attention of their Supervisor or Manager, without delay.

## **HEALTH AND SAFETY AT WORK ETC ACT as amended**

### **2 ARRANGEMENTS FOR HEALTH & SAFETY**

#### **2.1 CODES OF PRACTICE**

Where a hazard is identified and there is a significant risk associated with the work activity or where there is a need for information and guidance, Codes of Practice will be prepared and issued for action by those with related responsibilities.

These Codes of Practice will be based on interpretation of legal requirements and will be designed to ensure the provision and maintenance of safe and healthy working practices for our employees and to ensure the safety of other persons who foreseeably could be affected by the work activities.

#### **2.2 ACCIDENT REPORTING AND INVESTIGATION**

All injury accidents must be reported and recorded in the Department of Social Security Accident Book BI 510 and thereafter, where appropriate, notification made to the Enforcing Authority and/or the Health and Safety Executive in the area.

All Reportable (over three days' absence) and Notifiable serious injuries must be notified to the Enforcing Authority, and/or the Health and Safety Executive. All such accidents must be investigated, reported on and action taken to prevent a recurrence.

Serious injury accidents and dangerous occurrences will be subjected to an in depth investigation at the discretion of the Director of the Department involved.

Detailed guidance is contained in the Code of Practice – *Accident Reporting*

#### **2.3 FIRE SAFETY**

The basic requirements for fire precautions and fire safety are contained in the Fire (Scotland) Act, the Fire Safety (Scotland) Regulations, and other associated legislation.

A Fire Risk Assessment has been carried out for Company premises.

All employees will receive training related to fire safety with particular reference to means of escape in case of fire and in the use of fire fighting equipment.

The detailed guidance is contained in the Code of Practice – *Fire Safety*.

#### **2.4 FIRST AID**

Qualified First Aid trained personnel are available to provide help in the event of injury or illness.

First Aid Boxes are provided in all premises and are in the charge of the Appointed Person.

In cases of serious injury or illness employees are taken to the nearest hospital or medical help sought with the minimum of delay.

The detailed information is contained in the Code of Practice – *First Aid*.

#### **2.5 HEALTH AND SAFETY TRAINING**

Training needs have been identified for all employees and training will be given to ensure that employees are competent to carry out their duties in a safe and proper manner.

New starts will receive safety training as part of their Induction Training

Where new Health and Safety legislation is introduced which has a direct bearing on the Company and the work activities, training as appropriate will be provided.

## **HEALTH AND SAFETY AT WORK ETC ACT as amended**

Reference should be made to the training needs assessment.

### **2.6 PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Where hazards exist in the work activity and there is a need to provide protective equipment, such equipment is provided free of charge.

P.P.E. is provided to offer protection from the perceived risk to health and safety. Employees have a statutory duty to use such equipment .

P.P.E. is purchased to comply with the appropriate British/European Standards currently in force.

Reference should be made to the Personal Protective Equipment Risk Assessment and the Code of Practice – *Personal Protective Equipment*.

### **2.7 THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**

Procedures have been prepared for the identification and control of substances which are by definition "hazardous to health". Generally substances used on the company premises are low risk domestic type use for cleaning, and minimum quantities are held

Consideration has been given to the provision and use of safer substances and/or where appropriate, the introduction and maintenance of control measures.

Assessments have been carried out by competent persons and the information made available to the employees concerned.

Reference should be made to the Code of Practice – *The Control of Substances Hazardous to Health and to the COSHH Assessments*.

### **2.8 MONITORING OF HEALTH AND SAFETY STANDARDS**

Independent Health and Safety Audits are carried out in the Company premises with the objective of ensuring that the arrangements and standards are being complied with.

These audits/inspections are carried out by the Company's Health and Safety Consultants.

### **2.9 RISK ASSESSMENTS**

Where required under regulations such as The Management of Health and Safety at Work Regulations 1999, general risk assessments and specific risk assessments are carried out with the objective of assessing the risks and of taking appropriate measures to control, reduce or remove the risk factors identified.

Reference should be made to the Code of Practice – *Risk Assessment and to the specific Risk Assessments*.

### **2.10 DISCIPLINARY**

Employees who are in breach of Health and Safety Codes of Practice and Company Safety Rules will be disciplined in accordance with the Company Disciplinary Procedures.

In cases of serious breaches the Employee(s) concerned may be instantly dismissed.

### **2.11 STATUTORY INSPECTIONS/TESTS OF PLANT, MACHINERY & EQUIPMENT**

Statutory examinations are required for specific equipment e.g. – lifts, and electrical systems.

All such examinations, inspections and tests are carried out by arrangement with specialist maintenance contractors. Records of these are kept at the premises concerned.



## **HEALTH AND SAFETY AT WORK ETC ACT as amended**

### **2.12 CONSULTATION**

To comply with the Health and Safety (Consultation with Employees) Regulations 1996 the Company has established systems where meaningful discussion can take place on matters relating to health and safety between the Management and Employees.

### **2.13 YOUNG PERSONS**

The Company recognises the additional risks to which young persons are exposed in the working environment due to their immaturity and lack of experience. Where such persons are employed they will undergo suitable induction training.

A specific Risk Assessment will be carried out where Young Persons are employed.

### **2.14 HEALTH AND SAFETY ADVICE**

The Company has engaged the services of Health and Safety Services (Glasgow) Ltd. as their Health and Safety Consultant to provide health and safety advice and assistance as is required under Section 7 of The Management of Health and Safety at Work Regulations 1999.