



Health and Safety Policy

POL 001

LEEPS Ltd specialise in bespoke electrification safety training programmes to eliminate high voltage electrical accidents as well as behavioural safety, culture change and employee engagement programmes.

Employer Statement:

- ❖ It is our aim to prevent accidents and cases of work-related ill health, as well as to provide adequate control of health and safety risks arising from work activities.
- ❖ We will achieve this aim by undertaking relevant risk assessments and ensuring action required to remove/control risks will be carried out.
- ❖ We will check that the implemented actions have removed/reduced the risks and will report the findings of the risk assessments to all relevant employees.
- ❖ We will review assessments every three months or when the work activity changes, whichever is soonest.

This is the statement of general policy and arrangements for:		LEEPS Ltd
* Robert Sherrin – Managing Director		has overall and final responsibility for health and safety
Fiona Sherrin – Commercial Manager		has day-to-day responsibility for ensuring this policy is put into practice
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)

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Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Fiona Sherrin (Commercial Manager)	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Fiona Sherrin (Commercial Manager)	Staff and subcontractors given necessary health and safety induction and provided with appropriate training (including working at height, asbestos awareness and electrical safety) and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site.
Engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Fiona Sherrin (Commercial Manager) All staff	Consult with employees regularly. Ensure all staff have the opportunity to raise any issues at staff meetings. Use advice and information available from HSE Adopt the Network Rail Lifesaving rules – all staff to have a copy.
Implement emergency procedures – evacuation in case of fire or other significant incident.	Fiona Sherrin (Commercial Manager)	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary. Fire poster and evacuation process displayed at office. Ensure a fire risk assessment is carried out (separate document). Most employees work on site away from office – regular reminders of the importance to understand the fire and evacuation procedures of the building they are working in.
Maintain safe and healthy working conditions and ensure safe storage/use of substances	Fiona Sherrin (Commercial Manager)	Toilets, washing facilities and drinking water provided. Conduct on-going risk and fire assessments and address issues arising. Ensure that any reported workplace incidents, whether at ours or the client's premises, are investigated and appropriate action taken to address the cause. Ensure that incident and absence date is recorded, monitored and reviewed, with action taken as appropriate. Ensure Health and Safety Policies are available at client premises.
To provide and maintain plant, equipment and machinery	Fiona Sherrin (Commercial Manager)	Ensure that all new equipment complies with relevant health and safety standards before it is purchased and that it is fit for purpose. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.

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Ensure all staff are aware of the Health and Safety Law	Fiona Sherrin (Commercial Manager)	Health and Safety Law poster displayed in the office; all employees have received the health and safety law leaflet:
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Health and Safety Law Poster is displaced at: First Aid Box and Accident/Incident book are located at: These are checked monthly.	Main office Lavant House, 39 Lavant Street, Petersfield. Main office Lavant House, 39 Lavant Street, Petersfield. The office is open Monday to Friday from 09h00 to 17h00.
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<p>Employee responsibilities</p> <ul style="list-style-type: none"> ❖ Cooperate with supervisors and managers on health and safety matters. ❖ To take reasonable care of their own health and safety ❖ To report any health and safety concerns to the relevant person (as detailed in this policy)

***Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)
Combined risk assessment and policy template published by the Health and Safety Executive 08/14***

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