



Proclene Limited Health and Safety Policy Statement

General Statement of Policy

Proclene Ltd (the Company) acknowledges and accepts its legal and moral responsibilities for securing the health, safety and welfare of all its employees, subcontractors working on its behalf and all others who may be affected by their activities.

It is the intent of the Company to provide safe and healthy working conditions as far as reasonably practicable, for all its employees by: -

Providing a COVID-19 safe working environment and PPE and sanitisers.

Providing and maintaining safe plant and equipment.

Providing safe systems of work.

Providing a safe place of work with safe access and egress

Providing for the safe use, handling, storage and transport of all particles and substances providing a safe working environment.

Providing adequate and sufficient information, instruction, training and supervision.

It is also the intent of this Company to enlist the support and cooperation of all employees towards achieving safe working conditions and to encourage consultation on all relevant health and safety matters.

Support, co-operation and consultation will also be sought from clients, other contractors and any other persons who might reasonably be expected to be included in such discussions.

To this end, regular health and safety discussions will be held.

The Company acknowledges its responsibilities towards the health and safety of other individuals who may be affected by our activities including clients' employees, other contractors and members of the public.

The Company also acknowledges its responsibility for any effects that such activities may have on the environment.

The allocation of responsibilities for safety matters and the particular arrangements which will be made to implement this policy statement are set out further in this document.

This Policy will be reviewed at least annually, particularly in relation to any significant changes in the company's activities or the nature or size of the business.

Signed:

Name: Craig Haycock

Position Held: Director

Date: 17th January 2022

STATEMENT OF GENERAL POLICY	RESPONSIBILITY OF:	ARRANGEMENTS
Management of the Health and Safety provision	Craig Haycock	All health and safety provisions will be the responsibility of the Managing Director. In addition to the development and implementation of general policies listed, it will include adequate financial provision to support the implementation, maintenance and periodic review of Proclene's health and safety policies.
Control of Infectious Diseases & Viruses	Craig Haycock	<p>Staff issued with personal Braun digital ear thermometer.</p> <p>All staff are to have body core temperature taken via Braun digital ear thermometer and show the reading to their supervisor prior to starting their working day.</p> <p>All staff are to be issued with 70% alcohol hand sanitiser for use where they are unable to wash their hands.</p> <p>All staff issued with medical-grade disposable face masks.</p> <p>All staff to wear face masks when required as per WHO guidelines.</p> <p>All staff provided with EN14476 (Sars-Cov-2 effective) surface virucidal sprays.</p> <p>All staff are to be trained in how to apply virucidal prior to commencing any work.</p> <p>Safe distancing measures are in place at work locations and when travelling in company vehicles.</p>
Prevention of accidents and work-related ill-health	Craig Haycock	All work associated activities that are considered to present a significant risk of injury will be risk assessed and the identified hazards managed accordingly.
Accident recording, reporting and investigation	Craig Haycock	In accordance with the company's policy, all accidents and other significant events will be investigated, proportionately to the significance of the occurrence
Control of Substances Hazardous to Health (C.O.S.H.H.)	Craig Haycock	All substances including liquids, powders etc. are to be assessed for their safety and suitability to be used

STATEMENT OF GENERAL POLICY	RESPONSIBILITY OF:	ARRANGEMENTS
First Aid	Craig Haycock	A suitable first aid kit is provided and kept in all Proclene's vehicles. The senior operative on-site is deemed to be the Nominated Person
Provision and Use of work equipment (P.U.W.E.R)	Craig Haycock	All work equipment will be suitably assessed, maintained & inspected by a competent person
Personal Protective Equipment (PPE)	Craig Haycock	All PPE is to be issued on a personal loan basis and will be subject to a suitability assessment prior to issue. Suitable guidance/training will be given in relation to the use and storage of the issued PPE.
Staff Training	Craig Haycock	Suitable training will be given to all staff members in relation to the tasks that they are expected to carry out. The training will include any foreseeable hazards that are identified during the risk assessment for that activity. Training will be repeated as considered necessary. Toolbox talks to be issued to staff in their 1st language to aid in a better understanding. Site inductions to be carried out on first day when entering new sites. Health Safety and environment training to be provided prior to new staff taking HS&E test.
Manual Handling	Craig Haycock	In support of other task related risk assessments, where identified Manual Handling training will be given as necessary
Lone Working	Craig Haycock	It is company policy that all staff must work in a minimum of pairs, and that lone working will not be tolerated under any circumstances.
Welfare Amenities	Craig Haycock	Wherever the workplace is located suitable welfare provision is to be made. This is to include suitable provision for toilet/washing and the eating and drinking of food.
No Smoking Policy	Craig Haycock	The company operates a no smoking policy
Mobile Phones	Craig Haycock	It is company policy that mobile phones are not to be used during work as they cause a distraction. In cases of an emergency the supervisor has a mobile phone.
Emergency Actions	Craig Haycock	Following a suitable risk assessment that has identified foreseeable emergencies



STATEMENT OF GENERAL POLICY	RESPONSIBILITY OF:	ARRANGEMENTS
Co-operation	Craig Haycock All employees	Whenever necessary full cooperation is to be given to the Client's site rules and to other contractors working on site for them to meet their statutory duties

