



London Warrant Enforcement

COMPANY HEALTH AND SAFETY POLICY & PROCEDURES

*London Warrant Enforcement Ltd.
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**In Association with WORKPLACE 2000 Health & Safety
Consultancy
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HEALTH AND SAFETY POLICY STATEMENT

The Health and Safety at Work etc Act 1974 imposes a statutory duty on employers to ensure in so far as is reasonably practicable the health and safety of their employees whilst at work. This duty also extends to others who may be affected by that work.

Employees also have a statutory duty to take care of themselves and others who may be affected by their acts or omissions.

To enable these duties to be carried out is our intent to ensure that responsibilities for health and safety matters are effectively assigned, accepted and fulfilled at all levels within our organisational structure.

LONDON WARRANT ENFORCEMENT Ltd., will so far as is reasonably practicable, ensure that:

- Adequate resources are provided to ensure that proper provision can be made for Health and Safety.
- Risk assessments are carried out and periodically reviewed.
- Systems of work are provided and maintained that are safe and without risk to health.
- Arrangements for use, handling, storage and transport of articles and substances for use at work are safe and without risks to health.
- All employees are provided with such information, instruction, training and supervision as is necessary to secure their safety and health at work and the safety of others who may be affected by their actions.
- Where appropriate, health surveillance will be provided to employees.
- The provision and maintenance of all plant, machinery and equipment is safe and without risk to health.
- The working environment of all employees is safe and without risks to health and that adequate provision is made with regard to the facilities and arrangements for their welfare at work.
- The place of work is safe and that there is safe access to and egress from the work place.
- Monitoring activities are undertaken to maintain agreed standards.

It is the duty of all employees at work:

- To take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work and co-operate with us fulfilling our statutory duties.
- Not to interfere with or misuse anything provided in the interest of health and safety.

General

- This Health and Safety Policy will be reviewed at least annually, amended and updated as and when necessary. Communication of any such changes will be made to all employees.
- There are established and maintained effective procedures for consultation and communication between all levels of management and employees on all matters relating to health, safety and welfare.

HEALTH AND SAFETY POLICY

ARRANGEMENTS FOR THE IMPLEMENTATION OF THE SAFETY POLICY

Objectives

To implement the policy the director's objectives are:

To ensure that all activities are being carried out safely, without risk to health, so far as is reasonably practicable, and employees are provided with a safe place of work and working environment.

To ensure there are health and safety procedures covering work activities, including the provision of safe plant, equipment and materials.

To ensure staff are aware of and actively support the responsibilities of the Directors and accept their own personal responsibilities.

To ensure that all new employees are aware of the company health and safety policy and appropriate health and safety procedures, and are provided with adequate information, instruction, training and supervision.

To ensure all visitors, contractors and suppliers of goods and services comply with relevant health and safety requirements.

To ensure that consultative procedures facilitate the involvement and commitment of employees and their appointed representatives.

To promote awareness of health and safety issues and to provide adequate welfare and first aid facilities.

To provide specialist professional support to manage on all health and safety matters.

To have and make readily available detailed health and safety information that may be required about substances, materials, article, processes, plant and equipment employed by the Directors.

To keep the policy under review and revise it as necessary. (annually)

To monitor the implementation of the health and safety policy

General Principles

The Director has overall responsibilities for the health and safety of personnel who are engaged on, or affected by the construction activities of the Company. This policy outlines the health and safety responsibilities for each level of manager and non-supervisory personnel.

The Director, will monitor compliance with the policy. In addition, a Health and Safety Consultant (where appointed) will make inspections of the work place both independently and together with the line managers.

The Director will act immediately to rectify any breach of specific statutory obligations and will actively pursue proposals that further the interests of accident prevention so far as it is reasonably practicable to do so.

All personnel will receive training in health and safety aspects of their work. This will be a long-term programme designed to equip each person with sufficient skills to enable them to plan and undertake operations with all due regard for the requirements of safety and health provisions.

Drug, Alcohol and Smoking Policy

General Statement

We are a responsible employer and take our duties under the **Health and Safety at Work Act 1974** seriously. For this reason we have formulated this policy to help us comply with our legal duties. These include the provision of a safe place and safe system of work for our staff and others who may be affected by our activities. We recognize that non-prescribed drugs are widely available that could have health and safety implications for the company. We are also aware that whilst not developing an addiction, some employees may choose to take them recreationally. As a result, this policy states our position on the taking of any non-prescription drugs that are unlawful under the criminal law. Due to its importance, this drugs policy also forms part of the Company's overall Health and Safety Policy.

Likewise, we recognize that drinking before or whilst present at work could have serious health and safety implications for us. As a result, this policy sets out our position on alcohol in the workplace and again forms part of our Health and Safety Policy. Smoking is prohibited on company premises and externally on company business.

Prohibition on use of illegal drugs

Due to these risks, no drugs are allowed onto any company premises or to be consumed on them at any time. This includes all areas, both internal and external. The prohibition on illegal drugs extends to all activities that are connected with staff activities whilst 'at work'. These include, but are not confined to the following:

- Driving whilst on company business
- Operating machinery
- Whilst working at height

Prohibition of alcohol

For these reasons, staff are not allowed to bring alcohol onto company premises for the purpose of consumption during normal working hours, including lunchtimes. This extends to external areas as well as internal.

Due to the risks involved, staff engaged in any of the roles described below may not consume any alcohol during the working day (even away from the premises):

- Working at height
- Driving whilst on company business
- Operate machinery

Disciplinary sanctions

A breach of these rules will result in disciplinary action being taken against the individual. It may also result in summary dismissal on grounds of gross misconduct.

Risk Assessment

Safety Procedures for lone working.

These procedures will be subject to continual appraisal and where necessary, amendment. There will be periodic auditing of the procedures to ensure their adequacy and accuracy. Any operational difficulties, which may be experienced in the implementation of the safety procedures, will be identified by line managers and reported to the Health and Safety Consultant.

The Director periodically accompanies and observes people working alone and ensures:-

- Regular contact between the lone worker and the office, using mobile telephone and e-mail.
- The worker's position is tracked via a GPS signal from their mobile telephone.
- Checks are made to ensure a lone worker has returned to their base or home once their task is completed.

Staff working alone, in the field must advise colleagues of the following:

- A contact telephone number, if possible.
- The time of the appointment.
- The likely or estimated time of the visit.
- The time when you are expected to return to the office.
- If not returning to the office, the time and location of your next visit or the time when you are due to arrive home.
- If involved in a car accident or breakdown, the Practice Manager should be informed as well as the appropriate Emergency Services.

In addition staff should:

- Carry official identification on every visit.
- Carry an alternative means of communication if possible.
- Park as close as practical to the building you are visiting in a well lit position if possible.

When working alone, if any concerns are raised regarding the safety of a particular home visit, they will either take a colleague with them, or rearrange it for a time when the risks can be minimised.

The "Mate" System

When a staff member makes a visit late in the day, not intending to return to work, or where there is no-one in the office to check back with, they should employ the "Mate System".

The "Mate" can be a colleague, friend or family member, who has agreed to be contacted when the lone worker returns home. It is the responsibility of the staff member to identify and brief their "Mate", and to contact them when they return home.

The "Mate" should be provided with:

- The expected time of return.
- The telephone number of the Director to contact if the staff member fails to return.
- The telephone number to contact if the Director is not available.
- Where to find full details on the last visit made (as detailed above).

Procedures for collecting cash

Cash collecting is avoided if at all possible. Reasons for this are:-

- 1) A possible mistake could be made when counting the cash resulting in the issue of an incorrect receipt.
- 2) There is a risk that some of / all of the money may be counterfeit.
- 3) A risk that the money could be lost or stolen between the collection location and the bank.


At all times the debtor is encouraged to pay via:-

 **IN PERSON** at any branch of Barclays Bank or by BACS, CHAPS or internet transfer using the following information.
Bank: Barclays plc Branch: Hammersmith Sort Code: 20-35-93 SWIFTBIC: BARCGB22
IBAN: GB96 BARC 2035 9390 0032 55 Account No. 90003255 Account Name: LWE



PAY BY CREDIT OR DEBIT CARD VIA www.lw-e.co.uk/Online.aspx

All cards carry a Merchant Handling Fee

 **BY POST.** In the modern age we tend to discourage payment by post in the form of a cheque, postal order, building society cheque or bankers draft but under exceptional circumstances and with the permission only of the agent dealing with your case make payable to LWE and send to London Warrant Enforcement, 20-22 Wenlock Road, London N1 7GU. This will however slow down the process.

If no other option is left and cash has to be collected the agent is instructed to:-

- 1) Check the notes carefully. Read the leaflet from the Bank of England entitled "take a closer look". This can be downloaded from their website at http://www.bankofengland.co.uk/banknotes/kyb_lo_res.pdf
Revised March 2014
- 2) Use the detector pen on each note. The pens cause a chemical reaction between their ink and the paper.

- 3) Turn the notes so that the Queens head faces the same way and collate the notes in batches to accommodate the wraps provided by the bank.
- 4) Count the money twice in front of the debtor and issue a receipt accordingly.
- 5) Secure the wrapped banknotes in the wallets provided and without fail deposit in the nearest branch of Barclays Bank using the carboned-copy deposit book, make sure you make a note on the reverse side of the slip the relevant reference number.
- 6) When leaving the premises make sure that you are not followed.
- 7) Avoid dark places or alleyways.
- 8) Where possible make sure you have somebody with you.

Site Risk Assessment Record

Risk assessments, as required by the Management of Health and Safety at Work Regulations 1999 and other assessment based regulations, shall be the responsibility of the Director assisted by such persons with the skills to contribute to the assessment. Where insufficient in-house skills exist, then the appointed Director shall commission such outside resources as are deemed necessary.

This policy document is supported by a number of generic risk assessments in the form of procedures. The Director will ensure that a list of significant hazards in their areas of operations has been produced and a record maintained. The Director will be responsible for determining whether the generic risk assessments are sufficient for the purpose or whether more area specific documentation shall be produced. If additional risk assessments are required, the appointed Director either prepares the assessment or nominates a competent person to conduct the work and agree a time scale in which they should be completed.

The appointed Director shall ensure that all of the persons to which the assessments relate are informed of their content. This shall be by means other than allowing the person to read them.

Safety Representatives and Safety Committees

Safety Representatives: The Managing Director will provide for effective joint consultation on health and safety matters.

Safety Committee: The Managing Director will establish a safety committee that will normally meet annually.

Consultation with Employees (HSG263)

It is the intention of **LONDON WARRANT ENFORCEMENT Ltd**, to involve our employees with matters concerning health and safety to establish a dialogue whereby management both talk and listen.

It will enable better understanding from both sides to create a culture of better health and safety standards, better productivity and a more motivated workforce.

As there is likely not to be a trade union safety representative within the workforce it is mandatory that management consult employees.

Consultation may be carried out in several ways:-

- Directly with employees
- Regular scheduled meetings
- Productivity meetings or team meetings

Regular consultation or meetings will be held and joint consideration of views before decisions about health and safety are taken. It will be a simple process rather than something complicated. However management retain the right as employers to manage and therefore still make the final decisions.

Gleaned from discussions' the aim is to create:-

- Healthier and safer workplaces – employee input is valuable in identifying hazards, assessing risks and developing ways to control or remove risk;
- Better decisions about health and safety – because decisions are based on the input and experience of a range of people in the organization, including employees who have extensive knowledge of their own job and business;
- Stronger commitment to implementing decisions or actions – because employees have been actively involved in reaching these decisions;
- Greater co-operation and trust – because management and employees talk to each other, listen to each other and gain better understanding of each others views;
- Joint problemsolving.

Procedures on Consultation

It is agreed that the consultation procedure for the workforce will be:

- The regular monthly meetings with employees where health and safety is always an item on the agenda; and
- Additional meetings on particular issues where required or one-to-one discussions'.

Employees are encouraged to raise safety concerns and provide feed back either one-to-one or as a group – adequate time will be provided for this.

The business will keep records of significant safety issues that are discussed, action to be taken and timeline for taking action.

Consultation Topics

Employees will be consulted on the following:

- Any new measures which may substantially affect their health and safety at work, for example new equipment, new ways of working and new procedures;
- Arrangements for getting competent people to help satisfy health and safety laws;
- Information given to employees on the risks to health and safety arising from their work, measures to reduce or eradicate those risks and what they should do if they are exposed to a risk, including emergency procedures;
- Planning and organizing health and safety training; and
- The health and safety consequences for them should any new technology is planned to be introduced.

Accident Reporting

The accident reporting procedure is detailed in a separate document. All accidents should be reported to the company office.

General Arrangements

The appendix to this policy indicates general arrangements for implementing the health and safety policy.

Health and Safety Monitoring

Inspections will be carried out by the person appointed Managing Director or company Directors.

An internal review of health and safety arrangements and procedures will be carried out annually by the Director.

Accidents will be investigated, as appropriate, to identify any failures in the management of health and safety. Where necessary reports will be submitted to the Director.

Accidents and incident records will be examined at least annually to identify any causes that might be remedied. (Recurring events might highlight a problem not identified by a single event).

HEALTH AND SAFETY POLICY

Organisation Responsibilities

Introduction

The responsibilities shown in this part of the Health and Safety Policy reflect the commitment to accident prevention and the avoidance of occupational ill health within the Company. Therefore, these responsibilities clarify the existing legal duties that are attracted by both managerial and non-supervisory staff.

The Director is accountable for the implementation of the health and safety policy. He will also discharge the Company's overall duty as an employer. The discharge of these duties will be through line managers.

Health and safety issues are an integral part of the day to day workload of everyone who is employed by the Company and the following responsibilities should be read in that context.

Director

The Director will act as the Company Health and Safety Co-ordinator and will be responsible, in particular, for ensuring that:

The health and safety policy is revised as often as is necessary and is brought to the attention of all staff.

The necessary resources are allocated to ensure that the requirements of the policy can be fulfilled.

Health and safety procedures are developed and are available for each work activity carried out. A copy of the procedures document is kept in the administration office of the company. Other copies are available for distribution to relevant staff. A record of the distribution is maintained.

Adequate first aid facilities and procedures exist and all staff are aware of the arrangements. This includes time when staff is present outside normal working hours.

Safety representatives can carry out their functions including inspections and accident investigations, and where appropriate, that consultation takes place with safety representatives.

Inspection report forms, from management and safety representatives, are dealt with in the appropriate manner.

Training needs are identified and appropriate health and safety arrangements are made for basic training.

To ensure from each sub-contractor at the time of tender a method statement providing details of the way in which any hazardous aspect of the work is to be executed.

Where a method statement is not available, specify the method of works and agree it with the sub-contractor.

Appoint only competent contractors who have made adequate allowances for matters of safety and health provisions.

Ensure that any measurement and review of contractors' performance takes account of their compliance with appropriate safety and health provisions.

Monitor the effectiveness of this company health and safety policy.

That arrangements are established for dealing with health and safety matters such as:

- Disseminating health and safety information;
- First aid;
- Accident reporting;
- Emergency procedures;
- Accident investigation;

- Consultation with staff on health and safety matters;
- Maintaining a central record of health and safety information, guidance and codes of practice.

Co-ordinating all aspects of health and safety policy and practice at site level.

Monitoring health and safety standards at site level.

To ensure that all staff working under their direction have sufficient safety training to enable them to conduct their work without undue risks to their own or other people's safety and health.

To ensure that site activities are conducted in accordance with statutory requirements, with the Health and Safety Policy and the Health and Safety Plan (where developed).

To ensure that all risks faced by staff working under their control have been adequately assessed, that the necessary precautions have been established and that they are being implemented.

To ensure that sub-contractors are working to safety procedures that have been reviewed by the Company Management or are in compliance with the Company working practices.

To brief all staff in respect of the content of the Construction Health and Safety Plan (where developed) and safety procedures that may affect them and be satisfied that the requirements of the procedures are being implemented.

To ensure that the equipment used under their control is properly installed, used and maintained in such a way that it is safe and without risks to health in accordance with the standards contained within the safety procedures.

To ensure that all accidents whether or not they give rise to injury or property damage are reported in accordance with the established procedures.

To ensure that hazardous substances brought onto the premises are the subject of a suitable assessment before they are used and that the users are aware of the risk to health and the precautions to be taken.

To ensure that all accidents whether or not they give rise to injury or property damage are investigated and reported and to instigate remedial action where appropriate.

To monitor and inspect the workplace on a day-to-day basis and to act on all proper reports.

To seek advice on any matter of safety and health upon which there is uncertainty.

To set a personal example.

Employees

Although prime responsibility for health and safety rests with the Director all employees have the following responsibilities:

To be familiar with the aspects of the Policy and Health and Safety Plan which affects them.

To work in accordance with the Policy and Health and Safety Plan.

To attend all briefings in respect of matters of safety and health and act upon the information given.

To report to the Director if there is any reason that instructions on safety and health cannot be followed.

To report all accidents whether or not they result in injury or property damage.

To report to the appropriate manager any matter that is considered to present a risk to safety and health of anyone who may be affected by the site activity.

Make full and proper use of any safety equipment.

To refrain from interfering with anything provided for their safety and health.

To use only issued equipment and to refrain from improvising.

To report immediately any defect in any equipment.

Health and Safety Consultant (WORKPLACE 2000)

To act in an advisory capacity and to report directly to the Director, on all matters appertaining to health, safety and welfare that may concern the company's operations.

Advise the Director on a regular basis on the company's compliance on its statutory duties regarding health, safety and welfare.

To carry out regular safety inspections at the company's sites, advise the Director /agent of any hazards and risks that may have been identified and provide information on procedures that need to be implemented to eliminate or reduce the hazards and risks so far as is reasonably practicable.

If, during a site inspection the Health and Safety consultant observes an operation that is dangerous and which in his opinion may result in loss of life or serious injury to an employee or any other person, he is empowered to order that operation to cease immediately.

If required by the Director, to investigate all accidents and dangerous occurrences, and produce reports as appropriate and to advise the Director of action that needs to be taken in order to comply with any statutory duty or good working practices. Notification of accidents or dangerous occurrences will be carried out by the consultant if so required.

To liaise with the Health and Safety Executive as appropriate in order to keep updated on any pending and future legislation on health, safety and welfare.

To monitor the company's performance and compliance with its statutory duties with regard to health, safety and welfare and to advise the Managing Director as to the need for the updating of this policy and procedures.

To actively promote health and safety and safe working procedures to all employees at all times, particularly when on site.

