



BLUE CASTLE BUSINESS SERVICES Ltd

Health and Safety Policy

Health & Safety Statement of Intent

Blue Castle Business Services Ltd is committed to providing a healthy and safe working environment for all its staff and colleagues. In pursuance of this aim and in recognition of the need to ensure compliance with all relevant health & safety legislation Blue Castle Business Services Ltd will pay particular attention to the provision of:

- A healthy working environment;
- A safe place in which to work with safe means of access and egress;
 - Sufficient information, instruction, training and supervision to enable all staff to comply with the Health & Safety Policy;
- Safe plant, equipment and systems of work;
- Arrangements for the safe use, handling, storage and transport of articles, materials and substances;
- Constructive relationships with colleague organisations and customers to ensure safe working conditions for staff working off-site.
- Appropriate management procedures and consultative arrangements to monitor and audit compliance
- Appropriate arrangements to assess and control the risks associated with work activities undertaken

Introduction

Blue Castle Business Services Ltd recognises that safe and healthy working practices are an essential part of the duties of all staff and colleagues and seeks to encourage full participation in such practices. However, it is further recognised that to have effective health & safety systems, health & safety management must be an integral part of everybody's role and responsibility.

The Health and Safety Policy should be read in conjunction with the Blue Castle Business Services Ltd Environmental Policy.

Health & Safety Management

Responsibility for implementation of the Health & Safety Policy rests with Mr Paul Walters. However all managers and senior staff are responsible for work-based activities undertaken within their jurisdiction and as such are accountable for their own health & safety performance.

Blue Castle Business Services Ltd Health & Safety management systems and procedures are outlined below.

All Managers and senior staff have the following responsibilities:

- To be aware of their own role in regard to health & safety management;
- Setting and monitoring appropriate health & safety objectives for staff;
- Ensuring appropriate health & safety information, instruction training and supervision is provided for

Blue Castle Business Services Ltd, Warwick House, Long Bennington Business Park, Long Bennington,
Newark NG23 5JR

Tel 01400 283500 Fax 01400 282817

recycle@blue-castle.co.uk – www.blue-castle.co.uk

staff and others under their control;

- Implementing appropriate consultation and communication procedures;
- Developing and maintaining a local Health & Safety Management System;
- To monitor the effectiveness of the implementation of the Health & Safety Management system;
- Ensuring that adequate resources are allocated to health & safety;

All employees of Blue Castle Business Services Ltd have responsibility to their colleagues and a duty of care for employees of all partner and colleague organisations.

All Blue Castle Business Services Ltd Managers and senior staff must ensure that they:

- Take reasonable care of their own health and safety and that of others who may be affected by their actions or omissions;
- Do not interfere with or misuse any item provided for health, safety or welfare purposes;
- Record and act upon anything that they consider a serious and immediate danger to health and safety and any shortcomings in Blue Castle Business Services Ltd health and safety arrangements.

Where employees or personnel from other organisations work on Blue Castle Business Services' premises then they must comply with the Blue Castle Business Services Ltd Health & Safety Policy and all subsidiary local rules and guidance.

Where Blue Castle staff work outside Blue Castle premises or on the premises of other organisations they have a responsibility to observe safe working standards in accordance with this policy. If a member of staff has any concerns about the safety of working practices **wherever they are working**, they should contact a Blue Castle Business Services Ltd Manager for advice.

Risk Assessment

All managers and senior staff will ensure that every potentially hazardous work activity to be undertaken has been subjected to a health & safety risk assessment prior to the activity starting. The assessment will be carried out in consultation with those who will undertake the work. A written record of the assessment identifying any significant hazards will be completed and provided to those undertaking the work. The assessment should describe the preventative and protective measures required to avoid, eliminate, reduce or control the risks identified to a tolerable level.

The control measures will be implemented and adequately maintained and records kept of any monitoring or maintenance of equipment undertaken. Records will be kept as long as required by the relevant statutory provision. Risk assessments will be regularly reviewed, particularly when any significant changes occur either to the process or the requirements for assessment.

Training

All staff must receive a local induction as soon as possible after starting work and must attend/undertake a Health & Safety Induction as soon as practicable, but no later than within three months of starting. Records must be kept of all training undertaken by employees and students.

Information

Managers and senior staff will inform staff and colleagues of the outcome of any risk assessments and

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provide other health & safety information as necessary (this includes local inspection reports and minutes of meetings).

Blue Castle Business Services Ltd will keep a Health & Safety Handbook in which references to relevant hazards and risks to health & safety will be detailed and the procedures for minimising or eliminating those risks given.

Monitoring & Auditing

Blue Castle Business Services Ltd will monitor implementation of the Health & Safety Management systems, to assess whether the systems are being effectively pursued and whether satisfactory performance standards are being achieved. Blue Castle Business Services Ltd will undertake regular formal auditing of its health & safety management systems and procedures, in particular:

- Liaison with external authorities on matters of health, safety and environment;
- Accident and incident investigation;
- Active participation in health, safety and environment initiatives instigated by national lead bodies for health, safety and environment.

Health & Safety Inspections will be held at regular intervals determined by an assessment of the risk of the activity undertaken. Any defects will be recorded and the necessary action taken to rectify the defect. Managers will undertake active monitoring to ensure that appropriate action has been taken to remedy any defect in a timely manner.

Reporting of Accidents/Incidents

All employees of Blue Castle Business Services Ltd are required to report all accidents and 'near miss' incidents using the accident/incident reporting system. The primary purpose of reporting accidents and incidents and any subsequent investigation is to identify the underlying cause(s) of the accident/incident and any contributing factors and to prevent further similar occurrences.

If an accident/incident is reportable to the Health and Safety Executive as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) is of a sufficiently serious nature then Blue Castle Business Services Ltd will ensure that full support and the necessary resources are committed to any such investigation and/or Blue Castle Business Services will ensure that the incident is investigated by a competent person and a report prepared stating the cause of the accident/incident and the action required to prevent a reoccurrence. Other incidents that require reporting to an enforcing authority (Environment Agency, Fire, and Local Authority) will first be reported to the Health and Safety Executive. The Health and Safety Executive will report the matter and investigate the incident.

Review and Revision of Policy

This policy will be reviewed annually and/or as changes to relevant health & safety legislation occur and will be revised as necessary.

Date of Policy — May 2009 Date of most recent review of policy. May 2009