



Hi-Tech Glass Limited
Health and Safety Policy
28 February 2019

1. Introduction

Hi-Tech Glass Limited supply and install glazing to residential and business premises. Managing Director Candice Melissa Delpino employs a total of 7 staff, consisting of a general manager, 2 professionals and 4 engineers.

This policy has been presented to all staff members and will be updated every year or when there is a significant change to the business.

Hi-Tech Glass Limited (“the Company”) recognises and accepts its responsibilities under the Health and Safety at Work etc Act 1974 including the responsibility to:

- 1.1.1 provide and maintain a safe and healthy place of work
- 1.1.2 provide adequate information, instruction, training and supervision
- 1.1.3 provide and maintain plant and equipment and safe systems of work
- 1.1.4 ensure safe access to and from the places of work
- 1.1.5 work to prevent accidents and work-related ill health

2. General Health and Safety

2.1 The overall responsibility for health and safety lies with the Managing Director however, Ali Sadeghinejad has day to day responsibility for managing health and safety both at the Company’s premises and wherever Company employees or sub-contractors are working.

2.2 The Management is committed to complying with the requirements of the Management of Health and Safety at Work Regulations 1999, the Construction (Design and Management) Regulations 2015, the Work at Height Regulations 2005, Control of Asbestos at Work Regulations 2012 and all other Regulations that apply to the Company’s work activities.

2.3 The Management will ensure that appropriate levels of risk assessments are carried out of all work activities carried out by the Company in order to identify any hazards and will then ensure that control measures are implemented to prevent any injury, disease and dangerous occurrences arising.

2.4 The Management will ensure that none of the Company’s work adversely affects the

health or safety of any contractors or of members of the public. Furthermore, the supervisor on every site will ensure that no member of the public including where appropriate, the clients, are exposed to any hazards caused by the Company.

- 2.5 The Management will at all times ensure compliance with CDM 2015 and provide adequate welfare facilities on all its sites.
- 2.6 The Company will strive to maintain excellence in health and safety matters and in this respect, employees and others are encouraged to co-operate with the management in all safety matters, to identify hazards and reduce the risk which may exist during work activities and to report any condition which may appear dangerous or unsatisfactory. The Company will at all times consult with the employees on these matters.
- 2.7 The Management will, so far as reasonably practicable, ensure that the Company provides adequate financial resources to meet these objectives.
- 2.8
- 2.9 Copies of this policy are to be available to all Company employees and other interested parties.

3. **Directors' Duties:**

- 3.1 The Directors will have at least basic knowledge and understanding of the Health and Safety at Work etc Act 1974 and its associated Regulations and Approved Codes of Practice.
- 3.2 It will be the responsibility of all the Directors to keep all employees, and where appropriate any sub-contractors, advised as to their responsibilities in respect of health and safety matters.
- 3.3 In order to protect the safety and health of employees and others affected by the Company's operations, the Directors will:
 - 3.3.1 Ensure they are familiar with the hazards associated with the type of construction works the Company is involved with and with the precautions which need to be taken to eliminate or control those risks.
 - 3.3.2 Establish procedures to deal with any emergencies.
 - 3.3.3 Appoint a suitably trained and competent person to assist them in carrying out their health and safety duties.
 - 3.3.4 Ensure that employees receive sufficient training and information so that they can carry out their duties safely and competently.
 - 3.3.5 Ensure that risk assessments are carried out on all company premises and sites
 - 3.3.6 Initiate the timing and annual review of the Health and Safety Policy and ensure it is promoted to all employees and others working on behalf of the Company.
 - 3.3.7 Ensure that all employees carry out the health and safety duties allocated to them.
 - 3.3.8 Ensure the safety performance of the Company is monitored and take action to remedy any identified deficiencies.
 - 3.3.9 Ensure that adequate provision is made for welfare facilities at all sites and that adequate first aid provisions are made.

3.3.10 Ensure that all necessary PPE is provided to employees, and that instruction is given on its use.

4. Designated Health & Safety person's Duties:

- 4.1 To ensure that all the Company Directors, Supervisors and Staff are aware of their individual Health and Safety responsibilities.
- 4.2 To initiate and/or recommend any changes, developments and amendments to the policy as and when necessary.
- 4.3 To inform the Health and Safety Executive of all notifiable accidents. Investigate any accidents or dangerous occurrences and recommend means of preventing re-occurrence.
- 4.4 To arrange appropriate training for all employees.
- 4.5 To create and maintain a Training Development Plan for all staff
- 4.6 To ensure that Risk Assessments (including where appropriate, COSHH, Noise, Manual Handling etc.) are carried out as needed.
- 4.7 To ensure follow up action as needed.
- 4.8 To promote an interest and responsible attitude towards Health and Safety matters throughout the Company.

This policy will be reviewed annually or when there is a change in circumstances, in work practices or the introduction of new legislation.

Name: Ali Sadeghinejad
Position: General Manager
Date: 28/02/2019

Signature: *Ali Sadeghinejad*