



HEALTH AND SAFETY POLICY

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Introduction

Section 1:

1.1 Health and Safety Policy

The Directors of Channels and Choices (hereinafter referred to as 'the Company') place great importance on, and are committed to, ensuring the health and safety of all employees and other persons who may be affected by the work activities of the Company. This policy document has been prepared in accordance with the requirements of Section 2(3) of the Health and Safety at Work etc. Act 1974 and other relevant legislation, and is issued for the direction, guidance and information of all employees, suppliers, contractors, customers and members of the public who may be affected by the work activities of the Company. The objectives, aims and targets of the policy are based on the following principles: - "ALL INJURIES CAN BE PREVENTED" and "ALL ACCIDENTAL LOSSES CAN BE CONTROLLED". This policy document applies to the following sites, premises or areas of the business: -

Channels & Choices Holdings Ltd, Kearsney Manor site

This policy document also applies to employees working on Company business on other premises, sites or situations.

1.2 Health and Safety Policy Statement

This is the Health and Safety Policy Statement of Channels and Choices (hereinafter referred to as 'the Company') as required under Section 2(3) of the Health and Safety at Work etc. Act 1974.

It is the general policy of the Company to ensure the health, safety and welfare at work of employees, contractors, visitors and members of the general public who may be affected by its work activities.

Furthermore, the Company will endeavour to comply with its legal duties, responsibilities and obligations under the relevant health and safety legislation, together with any relevant codes of practice and guidance notes issued by the Health and Safety Executive (HSE).

The Company will attempt to achieve these objectives by:-

- (1) Providing and maintaining a working environment that is, so far as is reasonably practicable, safe and without risks to health, and complies with all relevant legal requirements.
- (2) Providing and maintaining suitable and satisfactory facilities and arrangements for the welfare at work of employees.
- (3) Providing and maintaining, so far as is reasonably practicable, premises and other places of work that are safe and without risks to health, including safe means of access and exit.
- (4) Ensuring, so far as is reasonably practicable, that plant, machinery, equipment or appliances for the time being on the company premises, or otherwise used by employees, are safe and without risks to health.

- (5) Providing such information, instruction, training and supervision as is necessary to ensure, so far as reasonably practicable, the health and safety at work of employees.
- (6) Ensuring that the use, handling, storage and transport of articles and substances are, so far as is reasonably practicable, safe and without risks to health.
- (7) Consulting with employees on a regular basis regarding matters of health and safety.
- (8) Identifying all reasonably foreseeable hazards and assessing the associated risks with a view to eliminating, reducing or controlling them.
- (9) Reviewing and up-dating of this policy on a regular basis.
- (10) Ensuring that all employees have access to a copy of this policy.

Signed: 

Name: Bill Pemberton

Title: Health and Safety Lead Officer

Date: January 2025

Introduction

Section 2:

2.1 Company Organisation

All persons within the Company must be aware of the lines of communication and levels of responsibility that exist to ensure that health and safety matters are dealt with effectively and efficiently.

The management structure shown relates specifically to health and safety issues and not necessarily to other management functions.

2.2 Director Responsibilities

To ensure that health and safety is effectively managed within the CEO /Managing Director shall:

- (1) Be responsible for ensuring the establishment of an effective Health and Safety Policy within the Company and for publicly supporting all persons carrying out the policy and its objectives.
- (2) Ensure the periodic review and appraisal of the effectiveness of the policy and ensure that any necessary changes are made.
- (3) Ensure that a strategy plan is prepared for the continual management of health and safety as part of the business objectives of the Company, including a system for the regular monitoring, review and development of the plan.
- (4) Ensure the appointment of suitable and adequate `competent persons`, as required under the Management of Health and Safety at Work Regulations 1999, together with the provision of the

necessary finance, materials and other assistance to enable the effective carrying out of the associated functions and requirements.

(5) With the assistance of the competent person/s, measure, appraise and where necessary, correct the company's safety performance.

(6) Ensure that the Company Health and Safety Policy and the programme of implementation are understood at all levels through the commitment of adequate training sources to that programme.

(7) Ensure that responsibility for health and safety is properly assigned and accepted at all levels and that these areas of responsibility are periodically reviewed.

(8) Ensure that suitable and adequate risk assessments are carried out in accordance with current legislation.

(9) Ensure that systems are in place to provide adequate levels of safety, organisation and welfare/first aid facilities on all sites.

(10) Attend safety committee meetings or arrange for a senior manager to act on his/her behalf.

(11) Personally undertake health and safety training and, where necessary, periodically review and update his/her level of awareness of health and safety.

Signed:



Name: Ross Barnett

Title: Director

Date: 4th February 2025

Signed:



Name: Steve Davison

Title: Director

Date: 4th February 2025

2.3 Health and Safety Lead officer

To ensure that health and safety is effectively managed within the Company Directors/Partners shall:

(1) Ensure the establishment of an effective Health and Safety Policy within the Company and publicly support all persons carrying out the policy and its objectives.

(2) Ensure the periodic review and appraisal of the effectiveness of the policy and ensure that any necessary changes are made.

(3) Ensure that a strategy plan is prepared for the continual management of health and safety as part of the business objectives of the Company, including a system for the regular monitoring, review and development of the plan.

(4) Ensure the appointment of suitable and adequate 'competent persons', as required under the Management of Health and Safety at Work Regulations 1999, together with the provision of the

necessary finance, materials and other assistance to enable the effective carrying out of the associated functions and requirements.

(5) With the assistance of the competent person/s, measure, appraise and where necessary, correct the company's safety performance.

(6) Ensure that the Company Health and Safety Policy and the programme of implementation are understood at all levels through the commitment of adequate training sources to that programme.

(7) Ensure that responsibility for Health and Safety is properly assigned and accepted at all levels and that these areas of responsibility are periodically reviewed.

(8) Ensure that suitable and adequate risk assessments are carried out in accordance with current legislation.

(9) Ensure that systems are in place to provide adequate levels of safety, organisation and welfare/first aid facilities on all sites.

(10) Attend safety committee meetings or arrange for a senior manager to act on his/her behalf.

(11) Personally undertake health and safety training and, where necessary, periodically review and update his/her level of awareness of health and safety.

Signed: 

Name: Bill Pemberton

Title: Lead Health and Safety Officer Date: January 2025

2.4 Managers / Supervisors Responsibilities

The Managers and Supervisors within the Company shall:

(1) Familiarise themselves with the Company Health and Safety Policy and their responsibilities under the relevant health and safety legislation.

(2) In conjunction with the Head of operations, identify all risks to health and safety within their department or section and take suitable and adequate measures to eliminate, reduce or control those risks.

(3) Ensure that employees and other persons within their department or section are provided with suitable and adequate information, instruction and training for the tasks they are required to perform.

(4) Ensure that all employees in their department or section are fully aware of the procedures in the case of fire or other emergency.

(5) Ensure that all employees in their department or section know the whereabouts of first aid facilities and the names of first aiders.

(6) Ensure that safe practices in their department or section are continually developed to ensure maximum safety for all under employees and other persons.

(7) Ensure that adequate supervision is provided or available at all times, particularly where young or inexperienced workers are concerned.

- (8) Carry out the investigation of all accidents, promptly, to discover the causes and take immediate action to eliminate a recurrence.
- (9) Complete accident report forms for their department or section for all accidents involving injury, damage to company property or lost time.
- (10) Ensure that any required safety equipment / safety devices are always used, properly adjusted and maintained.
- (11) Ensure that all defects in their department or section are promptly recorded and rectified. Where the defect involves the safety of machinery / office equipment, that it is immobilised until repaired.
- (12) Ensure that any relevant targets set by the Company are made known to employees and that achievements of targets are identified.

Signed:

Name: All managers to sign.

Title:

Date:

2.5 Health and Safety Advisor/Coordinator Responsibilities

To ensure that health and safety is effectively managed within the Company the Health and Safety Adviser/Coordinator shall:

- (1) Be responsible for overseeing the implementation, application, monitoring and review of this policy across the areas of his/her responsibility.
- (2) Ensure that there is a system of management of health and safety in place whereby all relevant hazards are identified and that the associated risks are, so far as is reasonably practicable, eliminated, reduced or controlled.
- (3) Establish and maintain systems of communication in respect of health and safety for all areas of his/her responsibility.
- (4) Periodically inspect all areas of his/her responsibility to ensure that health and safety is being effectively managed.
- (5) Periodically report to the Managing Director or other relevant Manager, on all aspects of health and safety as it affects the company's operations.
- (6) Ensure that the Company management/employees are kept up to date with current health and safety legislation and best practice.
- (7) Ensure that the quality of health and safety training is of a high standard and is achieving the purpose for which it is intended.
- (8) Ensure that regular emergency procedures and drills are carried out at all company premises.
- (9) Produce safe systems of work for all activities that may constitute a risk to the health and safety of employees and/or other persons.

(10) Evaluate the documentation and outcomes of accident/incident investigations and conduct additional investigations, as and when required or when considered necessary.

(11) Organise, attend and supply information and material for safety committee meetings, as and when required.

(12) Liaise with employees on all matters concerning health and safety at work to the benefit of all employees and the Company.

Signed: 

Name: Bill Pemberton

Title: Lead Health and Safety Officer. Date: January 2025

2.6 Employees/Volunteer Responsibilities

To ensure that health and safety management within the Company is effectively implemented and carried out all employees shall:

- (1) Familiarise themselves with and always conform to the Company Health and Safety Policy.
- (2) Conform to all relevant company rules and regulations made in the interest of health, safety or welfare.
- (3) Not misuse any equipment issued in the interest of health, safety or welfare, e.g. goggles, hearing protection, protective clothing, safe systems etc.
- (4) Ensure that accidents and incidents are reported promptly and fully to the appropriate person, manager or supervisor.
- (5) Keep all work areas clean and tidy.
- (6) Comply with any instructions issued by their manager or supervisor.
- (7) Comply with any instruction issued by a Principal Contractor or his representative at construction sites.
- (8) Where charged with supervising trainees, ensure they are capable of undertaking any task required of them, and to instruct them in general health and safety matters applicable to the task or trade.
- (9) Comply with the legal obligations required by section 7 and 8 of the Health and Safety at Work etc. Act 1974 and Regulation 14 of the Management of Health and Safety at Work Regulations 1999, as follows:

Section 7 of the Health and Safety at Work Act requires every employee while at work:

- (a) To take reasonable care of his/her own health and safety and that of other persons that may be affected by his/her acts or omissions; and
- (b) To co-operate with his/her employers and others to comply with health and safety legal requirements.

Section 8 of the Health and Safety at Work Act requires employees not to misuse anything provided in the interests of health, safety or welfare.

Regulation 14 of the Management of Health and Safety at Work Regulations 1999 requires that:

(a) Every employee shall use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device in accordance with any training or instruction provided.

(b) Every employee shall inform his employer or person responsible for health and safety of any situation which represents a serious and immediate danger or any shortcomings in the arrangements for health and safety.

Failure to comply with health and safety legal requirements can lead to prosecution.

Further information is available from the Health and Safety Poster - `Health and Safety Law - What you should know`, or the equivalent HSE leaflet.

2.7 Visitors and Contractors Responsibilities

Visitors:

To ensure that health and safety management within the Company is effectively implemented and carried out all visitors shall:

- (1) Report to the Company reception or site office upon arrival and leaving.
- (2) Comply with the Company Health and Safety Policy and any relevant rules and procedures.
- (3) Report immediately any injuries or damage incurred by them to the Company.

Contractors:

To ensure that health and safety management within the Company is effectively implemented and carried out all contractors and their employees shall:

- (1) Comply with the Company Health and Safety Policy and any relevant rules and procedures.
- (2) Comply with all relevant legal requirements, codes of practice and guidance relating to their operations and work activities.
- (3) Ensure that their own company`s health and safety policy and relevant safe working procedures are made available before any work commences and during the period of the work.
- (4) Ensure that any plant or equipment brought onto the company`s premises is in a safe condition and is maintained in accordance with any relevant regulations or codes of practice.
- (5) Ensure that they do not alter or misuse anything provided for their use or interfere with any plant or equipment on the site, unless authorised by the Company.
- (6) Provide information and assessments of noise levels and other risks arising from plant, equipment or operations brought onto the company`s premises or site.
- (7) Report to the Company reception or site office upon arrival and leaving.
- (8) Report immediately any accidents or incidents resulting in injury or damage to the Company.

Section 3: General Arrangements

This section defines the standards, rules and procedures of the health and safety related issues and areas of risk that apply to the company's work activities.

It is the responsibility of all employees to observe these rules and procedures and to conduct themselves and carry out their work in a safe and reasonable manner.

Failure to comply with the following arrangements could render employees liable to disciplinary procedure or criminal prosecution.

The Company recognises that it is not possible to prepare in written form every safety rule that applies to the work activities and to employees as circumstances may vary depending upon the nature of work.

The detailed arrangements for controlling accidental loss, specific procedures and information may also be set down in a safety manual.

Each department may also be required to develop procedures in relation to the specific work activities and tasks that are carried out.

All tasks will require the persons in control to apply `planning` and `monitoring` to the activities.

PLANNING: Prior to commencement of work, the person in control of any task, must determine which of these arrangements apply, and ensure that the appropriate materials, equipment and procedures are available to enable them to be implemented.

MONITORING: It is essential that the persons in control of any task ensure that the standards are maintained throughout the life of that task, therefore requiring standards to be monitored on a continual day to day basis.

It should also be noted that any statutory references and guidance information referred to in the arrangements is not to be considered as an exhaustive list but merely a guide. Additional requirements may apply depending on local circumstances and conditions.

End of document.