
QUEST HEALTH, SAFETY & ENVIRONMENTAL

HEALTH, SAFETY & WELFARE POLICY GENERAL STATEMENT

It is the policy of FES FM Ltd to promote a health and safety focussed culture throughout the company. We are committed to continual improvement of our performance in all facets of service delivery including the prevention of injuries and ill health of our employees, clients, sub contractors and others who may be affected by our work activities and to prevent any damage or loss to property, plant and equipment.

The company recognises that the effective management of Health, Safety and Welfare is a core activity of the business and is intrinsic to all areas of company operations.

The highest standards of health and safety will be reflected in the delivery of all services to our clients.

FES FM Ltd believe that this policy can be achieved by compliance with or exceeding statutory requirements contained within the Health & Safety at Work Act (1974) and subsequent regulations, Approved Codes of Practice and Guidance notes made under the act. FES FM Ltd shall provide competent resources for the supervision and control of health and safety risks and the implementation of company policy.

The Company will maintain a system of communications to ensure that mandatory instructions, reports and guidance on all health and safety matters or changes to these documents are effectively circulated to appropriate levels of staff.

The Company will produce health and safety plans and set performance standards.

The planning will provide for:

- A systematic approach to identifying hazards, assessing risks, and specifying the measures and allocating resources to eliminate or control them.
- Minimising the risks arising from the storage, transport and use of substances.
- The design of safe systems of work i.e. Method Statements and Permit to Work systems.
- The provision and maintenance of a safe workplace, plant, materials and equipment.
- Information, Instruction, training and supervision to allow individuals to develop within the organisation.
- The assessment and approval of sub-contractors and other suppliers.
- Only allowing competent personnel to undertake any task.
- Management and control of the work activities of company personnel and sub-contractors.
- Dealing with serious danger and emergencies.
- Continual improvement of our health and safety performance.

The Company will establish and maintain an organisation structure with clearly defined responsibilities for individuals in the effective control of health and safety, and will actively promote employee participation and consultation in the establishment and observance of measures to improve their health and safety at work.

The Company will monitor and measure health and safety performance to ensure that standards are being met and management controls are working by means of:

- Inspections of premises, places of work and auditing systems of work.
- Inspections of plant, tools and equipment.
- Investigation and reporting of accidents, incidents and dangerous occurrences.
- Recording and reporting of injuries, ill health, accident loss and health surveillance when it is required.

The main responsibility for health and safety lies with its Managing Director and the board of directors.

Company employees will be bound to co-operate with their employer on matters of health and safety. This contractual requirement may result in dismissal or other sanctions in the case that an employee fails to comply with the company health and safety policy arrangements. The successful implementation of this policy requires total commitment from all levels of employees. Each individual has a legal obligation to take reasonable care for his or her own health and safety and for the safety of other people which may be affected by his or hers acts or omissions.

No employee is to consume alcohol on works premises or attend works premises under its influence. The use of illegal drugs is strictly prohibited.

This policy will be regularly monitored to ensure that all objectives are achieved. It will be reviewed and if necessary, amended in the light of legislative or organisational change or if the company becomes aware of any information that would suggest that the policy would require to be revised.

I Maitland



Managing Director.
FES FM Ltd.
January 2010.

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HEALTH & SAFETY ORGANISATION

For organisation chart, please see up to date FESFM organisation document.

The following responsibilities are apportioned, by virtue of their designation, the people with responsibilities are duly authorised by the Managing Director to take the necessary steps to ensure compliance:

Managing Director.

- The Managing Director has ultimate responsibility to ensure that the company fulfils its legal obligations and to ensure that the objectives set out in the Health & Safety policy are achieved.
- Ensuring that effective management, financial, human and other resources are employed in the pursuance of the stated aims of the Health & Safety and Environmental policy.
- He will also ensure that policies are reviewed to ensure continuing compliance with the law.

Risk Managers.

- Ensuring the company is aware of statutory obligations and recommended codes of practice.
- Arranging for the provision of written procedures.
- Assisting personnel at all levels of the business in matters relating to Health & Safety, Environmental or Quality.
- Advise management on their responsibilities for accident prevention and the avoidance of health hazards.
- Interpret and update management and employees on new and developing legislation and other standards.
- Advise through line management where improvements in standards or practices can be made.
- Advising on possible hazards where new equipment or changes to working practice is considered.
- Reviewing of all accident investigations and reporting on statistics relating to Health & Safety performance.
- Identifying training needs and advising on training programmes.
- Ensuring where requested that all risk assessments are carried out by the relevant managers are suitable, sufficient and documented.
- Assisting development in all areas of the company management systems.
- Enabling the appointment of "Competent" persons to assist in the implementation of the procedures.
- Auditing managers on compliance with company procedures and preparing reports for the Managing Director on compliance.
- Communicating audit reports to the relevant board members along with recommendations to ensure compliance.

Managers & Directors.

- All are accountable to the Managing Director for the implementation of company policy.
- Ensure that safety procedures are developed and adhered to and to ensure that all persons working under their remit are suitably trained and experienced in safe working practices and to support their efforts on Health & Safety.
- Are responsible for the Health & Safety for all employees for whom they have operational responsibility.
- Are responsible for the implementation and management of the company management system (QUEST).
- Will know their own and other person's responsibilities for implementation of the safety policy.
- Will ensure that all documentation is complete and up to date.
- Co-operate and co-ordinate with the client's representative in matters relating to the company's policies.

Managers and Directors will be responsible to ensure that the following are provided for the employees and sub-contractors directly under their control:

- Safe methods of work are employed at all times and documentation kept up to date.
- Staff induction training is carried out and documented.
- Welfare facilities are suitable and sufficient.
- First Aid facilities are suitable and sufficient.
- Fire precautions are addressed and actions in emergencies communicated and documented.
- Hazards and risks to health and safety are assessed and lowered as far as possible.
- Arranging for the selection and provision of personal protective equipment (PPE) based on risk assessment.
- Workplace inspections are carried out and remedial actions taken to ensure continuing safety.
- Investigate and document all accidents and recommend means of preventing recurrence.
- Advise and assist in the training of company personnel.
- This policy is reviewed specifically for the sites under their remit and a site specific QUEST plan is implemented.
- They are fully aware of all safe working practices and procedures.
- Ensure that work activities carried out by company employees and sub-contractors do not create a risk or hazard to client's property and employees.
- Ensure that work activities carried out by company employees and sub-contractors do not create a risk or hazard to members of the public or visitors.
- All sub-contractors and suppliers employed are managed in compliance with the policy and procedures at all times.

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All Employees.

Will ensure that:

- They are fully conversant with the safety policy and comply with it.
- They will co-operate with the company in meeting its statutory duties.
- Materials and equipment shall be utilised with due regard to quality, health, safety, environmental best practice.
- They will not attempt to carry out any works that they are not competent to do.
- They report any inadequacies of company policy to their line manager.
- They will take reasonable care of themselves and others who may be affected by their acts or omissions.
- No one intentionally or recklessly interferes with or misuses anything provided in the interests of Health & Safety.
- All accidents, dangerous occurrences and near misses are reported immediately to their line manager.
- They are fully conversant with the fire instructions for the area in which they are working.
- All equipment provided for safety such as PPE is used and maintained in a condition fit for its use and any defects are reported immediately to management.
- All tools and equipment used by themselves, including hand tools, are free from defects and used only in the manner and environment intended by the manufacturer of the equipment.