

KINGS UK LTD



**HEALTH AND SAFETY POLICY MANUAL
5TH MARCH. 2012**

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Health & Safety Policy Statement:

The policy of KINGS UK LTD is to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees and to provide such information training and supervision, as they need for this purpose. The Company also accepts responsibility for the health and safety of other people who may be affected by its activities.

In accordance with the requirements of the Health and Safety at Work Act, the Management of Health and Safety at Work Regulations, and other applicable legislation, the KINGS UK LTD will undertake assessments of risks and instigate arrangements that, so far as is reasonably practicable, ensure

- Working environments are safe and without risk to health
- Adequate welfare facilities are provided
- Places of work are maintained in a safe condition
- Work equipment and systems of work are safe and without risk to health
- Information, instruction, training and supervision are provided to ensure the health and safety of its employees and that of persons who may be affected by their work activities

All employees and subcontractors are required to take an active part in the Implementation of this policy during the execution of their duties.

There is a commitment to provide relevant information and such training as is reasonably necessary to enable employees and subcontractors to discharge their duties in respect of health and safety which may arise at their place of work or as a result of their work activities.

The KINGS UK LTD Managing Director is finally responsible for Health and Safety within the company. He will make sure sufficient resources are available to achieve the aims of this policy and monitor its efficiency. Managers and Line Managers and Supervisors are responsible for the implementation of the arrangements defined in this policy in relation to the areas and activities under their control. The Policy will be reviewed annually and updated as necessary to reflect any changes in the activities undertaken and legislative needs.

Ahsan Mohammed
Managing Director
KINGS UK LTD
5th March 2012

Policy Implementation:

All employees and subcontractors are required to take an active part in the Implementation of this policy during the execution of their duties

- A copy of the Policy Statement will be provide to all staff members and associates, on joining and after it has been reviewed or revised.
- Prior to beginning, all actions shall be assessed for risk and where suitable method statements produced. These shall be communicated to employees during induction as essential.
- Safety Policy and responsibilities shall be described to all employees upon beginning of employment and following any material changes to its contents.
- Monitoring of this policy will be undertaken by the Managing Director, and other Directors as indicated in their individual duties.
- Health and Safety problems that cannot be resolved locally are to be represented through the management organisation.
- KING UK LTD will arrange training for its employees and associates and explain them responsibilities and duties.

Reviewing Procedure:

The Policy will be reviewed annually and updated as necessary to reflect any changes in the activities undertaken and legislative needs and Managing Director is finally responsible for Health and Safety within the company. The issue of the Health and Safety Policy and any amendments shall be made solely by Managing Director.

Responsibilities for Health & Safety:

Managing Director:

- Ensuring resources are made available for the execution of the policy in all areas of business action
- The provision of sensible allowances in tenders for health and safety Measures
- Planning and carrying out actions on the site so as to eliminate, so far as is possible, situations liable to be hazardous to health or safety of all persons on site and the public.
- Particular attention should be paid to keeping the site tidy
- Monitoring adherence to the safety policy all over the company
- Make sure that work is carried out as planned and that current legislation and the Health and Safety Policy are observed on site
- Discussing with the staff all accidents, and any other issues, which affect the
- Company in value of health and safety
- Setting a personal example and acknowledging suggestions for improvement in safety organisation where and when appropriate

Operations Manager:

The Operations Manager is accountable for the execution of the safety policy and procedures in relation to the regions and actions under his/her control, including

- Make sure that employees are capable and sufficiently trained to discharge their defined safety responsibilities
- Supervise the implementation of the policy at their location of work by undertaking annual safety reviews
- Make sure that fire risk assessments are completed
- Supervise the progress of risk assessment programmes during monthly business review meetings
- Make sure emergency actions are maintained
- Make sure that they all employees under their direction, and follow the safety policy and procedures

Employees, Sub-Contractors and Associates:

- All work have to carried out in accordance with the relevant statutory provisions and taking into account the safety of others on the site and the general public
- Any material or substance brought on site which has health, fire or explosion risks must be used and stored in accordance with regulations and current recommendations and that information must be provided to any other person who may be affected on site.
- Any injury sustained or damage caused by sub-contractors' employees must be reported immediately to this Company and the site Health and Safety Officer
- Employees, sub-contractors and associates are particularly asked to note that work places must be kept tidy and all rubbish, waste materials etc...
- All employees, sub-contractors and associates will be expected to comply with the Company's Policy for Health, Safety and Welfare and must ensure that their own Company Policy is made available whilst work is carried out

Health & Safety Rules & Procedures:

1: Accident and Incident Reporting and Investigation

KINGS UK LTD is committed to eliminating all accidents, injuries and incidents involving employees and third parties that may be affected by their operations.

In pursuance of this goal it is essential that a comprehensive accident and incident recording system is in place and that all accidents, injuries and near misses are recorded, reported, analysed and auctioned. Accident reporting and investigation are considered an essential reactive measurement and control tool to prevent a recurrence of accidents. This safety policy and procedure sets out the responsibilities of staff and the procedures to be complied with following accidents and incidents involving KINGS UK LTD operations.

PROCEDURE:

- The Incident reporting system will apply to all individuals working on KINGS UK LTD business. It also applies to near miss occurrences. Incidents in which there is no resulting injury and for incidents where only property damage is the outcome
- Company will provide incident report form and other documents. Every one should fill in case of accident.

- In general terms, it is the responsibility of the individual to report accidents and incidents in which they are involved. Where this is not possible, their line manager should report the accident or incident
- All sections of the form are to be completed and stored electronically. Copies of electronic forms are to be forwarded in the first instance to the Line manager who will forward the form on to the Operations Manager/ Managing Director.
- In every case the line manager must carry out an investigation into the causes and preventative measures required to be taken to prevent a recurrence. The level of investigation will be determined by the severity or seriousness of the accident or incident. For further advice or guidance, contact the Operations Manager/ Managing Director.
- Any other injury leading to hypothermia, heat induced illness or unconsciousness, requiring resuscitation, or requiring admittance to hospital for more than 24 hours
- Copies of completed accident investigation reports should be kept in the relevant Site File

2: Health & Welfare

All workplaces will comply with the requirements imposed by the appropriate health & welfare legislation.

- ✓ All working areas, canteens, offices and accommodation must be kept clean and in good condition by the users. Materials and equipment should be stored in appropriate areas.
- ✓ Where appropriate as determined by risk and substance assessment, health surveillance will be undertaken and records kept by the Company.

The Control of Substances Hazardous to Health

- ✓ All products and processes may cause hazards to Health and must be identified, then evaluated and an assessment compiled, demonstrating action to be taken relevant to the use of the product or conditions of the process to manage the risk.
- ✓ Employees and associates should refer to the labels on the packaging and hazard data sheets for all products and take the precautions recommended, in addition to the assessment which will give clear instructions in respect of the dangers of the products/activities and action required for the protection of the operative and any other person who may be affected.
- ✓ Where required any personal protective equipment etc. will be provided by the Company and will be maintained properly by both the Company and the user as appropriate.

- ✓ Employees and associates must co-operate with the Company and comply with the requirements imposed by the regulations and the instruction provided within the assessment.
- ✓ All substances subject to the regulations must be stored in a safe place.

3: Buildings, Services & Equipment

Workplaces and work equipment must be suitable for their intended use and be maintained in a safe condition. Work equipment should be operated by competent persons in accordance with the manufacturer's instructions. Maintenance should only be undertaken by competent persons

4: Communication procedure

The content of this policy and rules specific to a site or job are drawn to the attention of all employees and sub-contractors. Employees and Sub-contractors present their views on health & safety for existing and proposed jobs.

5: Contractors

Employers are accountable for make sure the health and safety of their employees whilst at work - this includes protecting employees from the hazards associated with contractor's activities. Employers are accountable for make sure the safety of other persons who may be affected by their activities - this includes contractors, who should be informed of any hazards present on the premises before they start work

6: Equipment procedure

All equipment is subject to routine maintenance, including electrical testing, taking into account various factors, including:

- Statutory testing
- Type of equipment
- Amount of use
- Consequences of failure

7: Fire procedure

Employers are required to assess the fire risks in their premises to ensure that the risk of fire is minimised and that appropriate arrangements are provided for the safe evacuation of employees in the event of a fire occurring. Sub-contractors are instructed primarily on the basis of their technical capability, though due regard is also taken of health and safety. Serious breaches of health and safety and the contractor's capability for specific risks will be taken into account during the selection process. Activities that we sub-contract include: General Security Services.

8: First Aid procedure

Wherever possible arrangements are made with clients to use their first aid facilities. Where this is not possible a supply of sterile plasters is carried by employees and assistance will be sought from the emergency services if required. All accidents are reported to the office and recorded in the accident book. Those defined as statutorily notifiable are reported to the Incident to H&S Manager who takes actions. All accidents and incidents will be investigated by senior management and any action taken as a result of an investigation will be formally recorded.

Treatment Records

Records of all first aid treatment should be maintained and should include the name of the injured party, date, time and details of the incident, injury and treatment.

9: Hazardous Substances procedure

The risk associated with hazardous substances is considered for all work activities. Alternative less harmful substances are used wherever possible. Managers are responsible for ensuring that all hazardous substances used by their employees or at locations under their control are identified and entered onto a register. Managers are also responsible for ensuring KINGS UK LTD registers are maintained, safety data sheets are obtained from manufacturers / suppliers and local KINGS UK LTD assessments are undertaken for all hazardous substances listed on the register

10: Manual Handling procedure

Employers should avoid the manual handling of loads where possible. Where manual handling can not be avoided assessments of the task should be undertaken to ensure appropriate precautions have been taken to prevent injury. Manual handling risks are considered prior to each work activity. The method of work is adapted to minimise manual handling risks wherever possible, including use of alternative lifting and carrying methods.

11: Personal Protective Equipment procedure

Employers are required to provide employees with personal protective equipment (PPE) where it is not possible to reduce the risk by other means. Personal protective equipment provided to protect against a specified risk must be provided free of charge. Employers must ensure that the protective equipment provided is suitable for its intended use and that employees are provided with any information regarding its safe use, storage, maintenance and replacement.

12: Fire safety

All employees remain vigilant to the risk of fire

13: Personal Protective Equipment procedure

Personal protective equipment (PPE) is an important step in protecting personnel. Experienced safety and health staff should be consulted to ensure the proper selection of PPE (e.g., respirators, suits, gloves, and footwear, face and eye protection) based on anticipated hazards at the emergency site. Employers must select PPE based on a hazard assessment that identifies the hazards to which security personnel are or might potentially be exposed to during an emergency incident. Security personnel will typically be assigned a first responder awareness level role during emergencies and have either no or only minimal exposure to hazardous substances.

14: Risk Assessment procedure

A risk assessment is simply a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. Workers and others have a right to be protected from harm caused by a failure to take reasonable control measures.

Generic risk assessments have been undertaken of the foreseeable hazards associated with office activities and summaries of the assessments are included in the handbook issued to office based employees. The generic assessments for office work cover:

- Slips trips and falls
- Use of electrical appliances
- Access to high level shelving
- Occupational driving

Managers and Line Managers are responsible for ensuring that the generic risk assessments are amended to make them effective in identifying and reducing the risks associated with the areas and activities under their control and for undertaking site specific assessments of any hazards not covered by the generic risk assessments. Managers are responsible for ensuring that the safe systems of work defined in risk assessments are brought to the attention of all office based employees and for

monitoring employees to ensure they are adhere to the requirements on a day to day basis. Five steps to risk assessment