



Health and Safety Policy  
&  
Safety Statement

Date	Amendment No.	New Issue No.	Details of amendment	Authorised by
23/10/10	-	1	First issue of Integrated Health and Safety Policy.	RP
25/07/12	1	2	Review of health and safety policy due to changes in first aid and fire marshal personnel and addition of Belfast City Council as enforcing authority.	RP
11/07/13	2	3	Annual review of health and safety policy, reflect change in organisational chart, changes to current first aiders and fire marshals.	RP
Oct 13	3	4	Sub-committee meets at least 3 times per year.	OM
23/07/14	4	5	Annual review of health and safety policy, reflect change in organisation, changes to current fire wardens, included legionella within the arrangements section and update in reference to legislation.	OM
23/07/15	5	6	Annual review of health and safety policy, organisational chart, roles and responsibilities, trained first aiders, reference to questions related to the induction process, update in reference to up to date legislation.	OM
26/04/16	6	7	Corporate structure updated.	LH
07/06/16	7	8	Fire wardens & first aiders updated	LH
17/08/16	8	1	Integration of NI & RoI safety statements & policies into one policy document for the company covering all locations under scope.	LH
June 2017	9	2	Addition of procedures THSP15 & THSP16	LH
July 2018	10	3	Annual review, organisational chart updated, some rewording and date amended.	LH
January 2019	11	4	Annual review, update of policy statement to ensure compliance to ISO45001:2018	SS

## CONTENTS

### Section 1

- 1.0 Health and Safety Policy Statement

### Section 2

- 2.0 Organisational Chart & Health and Safety Responsibilities
- 2.1 Managing Director
- 2.2 Divisional Managers
- 2.3 Supervisors
- 2.4 Health and Safety Consultants
- 2.5 Health and Safety Committee
- 2.6 Employees

### Index of Procedures

- [THSP01](#) Display Screen Equipment
- [THSP02](#) Control of Substances Hazardous to Health
- [THSP03](#) Manual Handling
- [THSP04](#) Personal Protective Equipment
- [THSP05](#) Occupational Road Risk / Driving for Work
- [THSP06](#) Noise & Vibration
- [THSP07](#) Young Persons & Expectant Mothers
- [THSP08](#) Electricity
- [THSP09](#) Work Equipment
- [THSP10](#) Permit to Work
- [THSP11](#) Emergency Arrangements
- [THSP12](#) Legionella
- [THSP13](#) Work at Height
- [THSP14](#) Safe Systems of Work
- [THSP15](#) Workplace Transport
- [THSP16](#) Loading, Unloading and Securing of Vehicle Loads

# Section 1

## Health & Safety Policy Statement

## Health and Safety Policy Statement

Tennants accepts its responsibilities under the Health and Safety at Work Order 1978 / Safety, Health and Welfare at Work Act 2005 and other relevant legislation and it is our policy to do all that is reasonably practicable to ensure the health, safety and welfare of employees whilst at work, customers, independent contractors, agency contractors and those who may be affected by the company's activities.

It is the policy of Tennants to operate the Health and Safety Management System ISO45001: 2018.

The company accepts, so far as is reasonably practicable, its duty to ensure the following objectives:

- To provide and maintain a safe place of work, safe systems of work, safe equipment and a healthy and safe working environment.
- To ensure that risks are identified and controlled so that both employees and interested parties can be protected from danger
- To ensure that hazards are identified and regular assessments of risks are undertaken to reduce risks.
- To provide information, instruction and training as is necessary to ensure employees' competence.
- To promote the awareness of health and safety and encourage health and safety best practice throughout the organisation.
- To ensure it are taking the appropriate protective and preventative measures to prevent work related injury and ill health.
- To ensure that we have access to competent advice and are able to secure compliance with our statutory duties.
- To be committed to consultation and participation of workers.

We will provide sufficient resources including time and finance to achieve these objectives. We are confident that the importance of these objectives will be recognised by all employees and others concerned, and that each and every individual will co-operate responsibly in the sustained efforts necessary to attain them.

The policy will be kept up to date, particularly as the company changes in nature and size. To achieve this the policy and the way in which it is operated will be reviewed annually.

---

R A Peden  
Managing Director

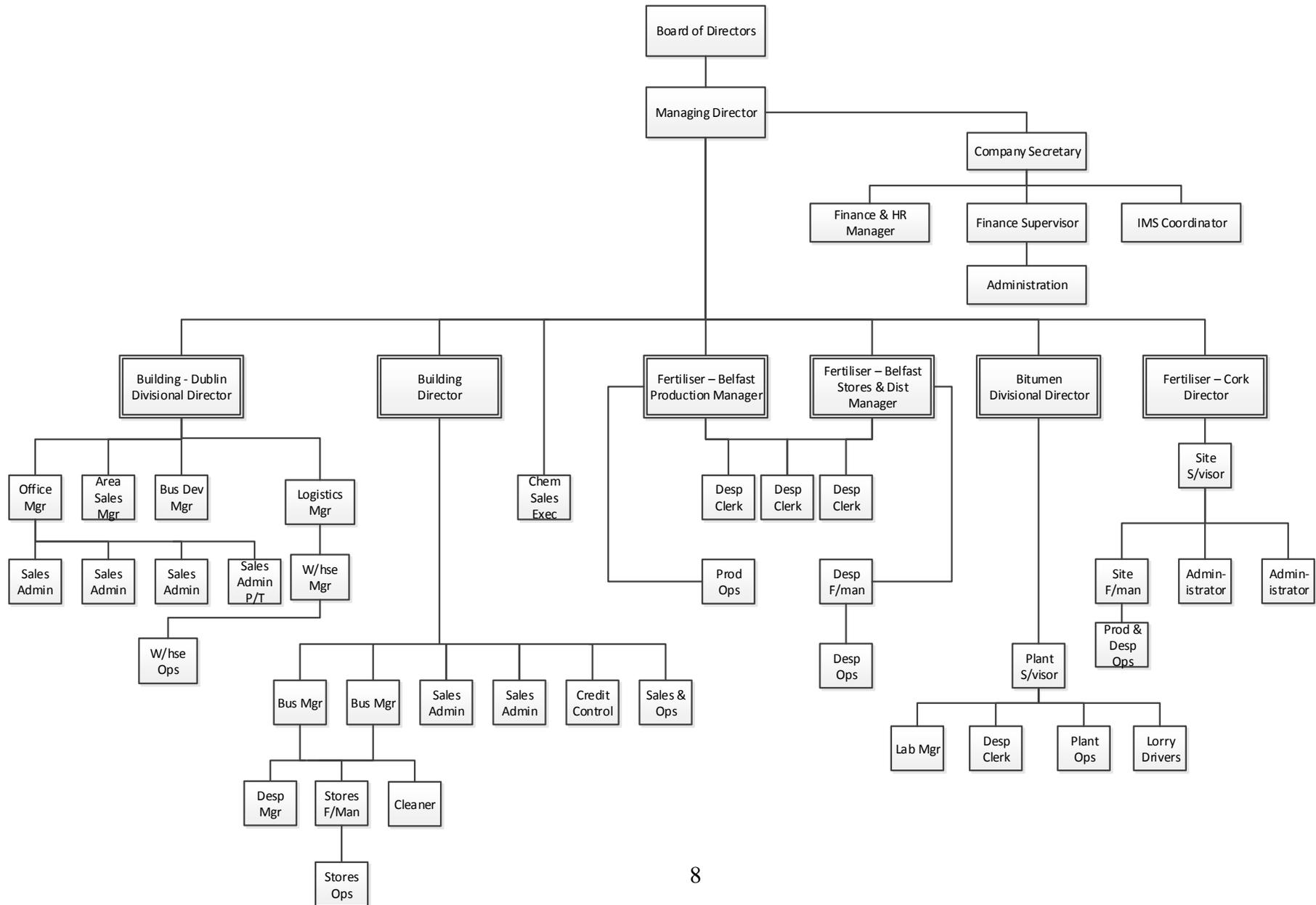
---

Date

# Section 2

## Health & Safety Responsibilities

2.0 Organisational Chart



## 2.1 Managing Director

The Managing Director is committed to the implementation of the company Health & Safety Policy and has ultimate responsibility for health, safety and welfare within the company. He will ensure that procedures are in place to provide for health, safety and welfare affairs to be adequately assigned, resourced and researched and to ensure that accountability is understood and accepted at all appropriate levels.

In fulfilling his responsibility, he will ensure that:

- The health and safety policy and risk assessments are reviewed on an annual basis or as required by changes in work activities or practices.
- Regular appraisals of performance on health and safety management are carried out.
- He demonstrates a personal commitment to the development of a positive safety culture.
- Relevant legislation, approved codes of practice and company standards have been identified and that the authority and responsibility for their implementation is delegated to the appropriate management level. This will include the performance of statutory inspections.
- Appropriate measures have been taken in order to eliminate or control known hazards and to safeguard against the introduction of new risks wherever possible, including the performance of risk assessment.
- Provision is made for the informing, instructing and training of all personnel in the safe practices associated with their job function.
- There are adequate communication channels with employees on issues affecting health, safety and welfare.
- There are adequate arrangements for the management of first aid requirements and other emergency situations, and that all employees are aware of the arrangements.
- Suitable health and safety standards are maintained within offices, including emergency procedures and arrangements and the safe use of equipment.

## 2.2 Divisional managers

Divisional Managers will be responsible on a continuing basis for ensuring that they, and other personnel in their area, follow safe working practices and that facilities are maintained and procedures followed.

In fulfilling their responsibility, they will ensure that:

- The company's Health and Safety Policy and procedures are implemented and complied with.
- The contents are communicated to all employees.
- All employees are adequately trained and instructed to perform the tasks required of them in a safe manner and are aware of known risks and hazards which may exist within the operation of those tasks.
- All accidents and incidents are investigated and that investigations are reviewed where necessary and appropriate action is taken to avoid recurrence.
- That regular safety audits of the company operations are carried out and that all statutory checks of plant and equipment are undertaken.
- That maintenance of electrical appliances is arranged at the intervals specified within the company performance standards.
- Standards which are designed to improve health and safety performance are monitored and reviewed.
- Safe systems of work are applied, reviewed and updated as necessary, including, where necessary, the application of the permit to work system.
- Potentially hazardous substances are used safely.
- The correct PPE is worn at all times.
- Risks are assessed, suitable planning and control measures are introduced and risk assessments are regularly reviewed and updated.
- Vehicles and equipment are operated safely at all times.
- All aspects of health, safety and welfare including heating, lighting, ventilation etc., are provided, adequately monitored and maintained.
- Adequate emergency plans are in place and that these are regularly communicated and tested.

### 2.3 Supervisors

Must make themselves familiar with relevant company guidelines and demonstrate a personal commitment to the development of a positive safety culture. They will ensure that:

- The company's health and safety policy is implemented in their area of work and that all employees abide with the health and safety rules and guidelines.
- Work areas are maintained in a safe and tidy condition.

- All accidents, incidents and near misses, no matter how minor, are reported to their line manager.
- Safe systems of work are employed at all times.
- All hazardous situations or unsafe conditions are reported to line management for resolution.
- Channels of communication and consultation are maintained with employees in relation to health and safety matters.
- They assist with the performance, review and update of risk assessments.
- Ensure plant operatives comply with health & safety policies, specifically in relation to:
 

THSP05	Occupational Road Risk / Driving for Work
THSP15	Workplace Transport
THSP16	Loading and unloading vehicles and securing loads
- All employees under their control are adequately trained and instructed to perform the tasks required of them in a safe manner and are aware of known risks and hazards which may exist within the operation of those tasks.
- The correct PPE is worn at all times.

## 2.4 Health and Safety Consultants

The Company has appointed Quadra for external health and safety advice and assistance. Quadra will advise on:

- Relevant legislation and approved codes of practice and ensure that there are appropriate company standards in place to address the requirements of these.
- The appropriate measures required to eliminate or control known hazards, and to safeguard against the introduction of new risks wherever possible.
- Project work, in particular, new tasks, equipment and work methods.
- The accident investigation process, to ensure that accidents are promptly and properly investigated and that suitable preventive control measures are put in place.
- Assisting where necessary with reviewing and updating the health and safety policy and risk assessments.

## 2.5 Health and Safety Committee

The company has established a Health and Safety Committee, which meets to discuss health and safety policy and strategy.

In addition, there are Health and Safety Sub-committees that consist of representatives of both employees and management. The purpose of the safety committees is to provide an active and ongoing communication and consultation channel in relation to health and safety matters, and to review the results of safety audits and accident and dangerous occurrence investigations with the aim of identifying suitable and effective remedial actions. The committee will meet at least three times a year. Minutes of meetings will include details of actions and responsibilities and will be posted in prominent locations.

## 2.6 Employees

All employees, including casual employees, have a duty to look after their own safety and the safety of others, as well as cooperating with management, on all areas regarding health and safety at work.

This duty can be discharged by:

- Complying with the company's Health and Safety Policy.
- Fully observing the safety rules.
- Reporting any safety hazard within their work area or malfunction of any item of plant or equipment to management.
- Fully conforming to all written or verbal instructions given to them to ensure their personal safety and the safety of others.
- Conducting themselves in an orderly manner in the work place and refraining from any form of horseplay.
- Putting forward ideas and/or suggestions which could improve standards of health and safety.
- Using all safety equipment and/or protective clothing as may be provided.
- Encouraging a positive attitude to health and safety matters and setting a good personal example to others.
- Maintaining all implements and equipment in good condition and reporting any defects to management when they occur.
- Reporting all incidents or dangerous occurrences which may cause personal injury or damage to plant vehicles or machinery.
- Observing all laid down procedures concerning processes, materials and substances used.
- Observing the fire evacuation procedures and the position of all fire equipment and exit routes.
- Notifying the company of any other jobs or work which they undertake in addition to their work on behalf of the company.
- To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- To cooperate with management to enable the employer to carry out his legal duties or any requirements as may be imposed.

- No person shall intentionally or recklessly interfere with or misuse any item provided in the interests of health, safety and welfare.
- Every employee must use machines, equipment, dangerous substances, transport equipment, means of production or safety device provided by the employer, in accordance with the training and instructions received, (whether this be written or verbal).
- Every employee must inform the employer, or any other employee with specific health and safety responsibilities for fellow employees, of:

Any work situation where it is considered that the training and instruction received by themselves or a fellow employee, could represent a serious and imminent danger to their health and safety; and

of any matter where it is considered that the training and instruction received by themselves or a fellow employee, could present a failure in the employer's protection arrangements for their health and safety, even where no immediate danger exists.