



POLICY DOCUMENT 1

HEALTH & SAFETY

Civil & Structural
Engineering Consultants

Head Office
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Goblands Farm Business Park
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Section 1

GENERAL STATEMENT OF POLICY

Health and Safety at Work etc Act 1974

This is the Health and Safety Policy Statement of BdR Civil & Structural Engineering Limited and covers the workplace at :

BdR Civil & Structural
Engineering Limited

The Old Engine House
Goblands Farm Business Park
HADLOW
Kent
TN11 0DP

BdR Civil & Structural
Engineering Limited

4c Belmont Buildings
High Street
CROWBOROUGH
East Sussex
TN6 2QB

BdR Civil & Structural
Engineering Limited

The Innovation Centre
Highfield Drive, Churchfields
St Leonards on Sea
East Sussex
TN38 9UH

1. Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees;
- to ensure that all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Signed: 

Effective: 15-06-2006
Reviewed: 26-06-2008



FS 73353



BdR (Civil and Structural Engineering) Limited
Registered in England & Wales No: 04193189
Registered Office as above
Directors: Shaun Best; Dominic de Mattos

2.0 Responsibilities

Overall and final responsibility for health and safety is that of: Dominic de Mattos

Day to day responsibility for ensuring this policy is put into practice is delegated to: Deirdre Jordan

To ensure that health and safety standards are maintained/improved, the following people have responsibility in the following areas: Deirdre Jordan
Day to Day responsibility

3.0 All employees must:

co-operate with supervisors and managers on health and safety matters;

not interfere with anything provided to safeguard their health and safety;

take reasonable care of their own health and safety and that of others e.g. co-workers / members of the public; and

report all health and safety concerns to an appropriate person (as detailed in the policy statement)

4.0 Health and safety risks arising from in house work activities

4.1 General Risk Assessment

A general risk assessment will be undertaken by: Dominic de Mattos and Deirdre Jordan

The findings of the general risk assessment will be reported to: Dominic de Mattos

Action required to remove/control risks will be approved by: Dominic de Mattos

Responsibility for ensuring the action required is implemented rests with: Deirdre Jordan

Checking that the implemented actions have removed/reduced the risks will be done by: Dominic de Mattos and Deirdre Jordan

The general risk assessment will be reviewed annually or when the work activity changes whichever is the soonest.

4.2 Fire Risk Assessment

A fire risk assessment will be undertaken by: Deirdre Jordan

The findings of the fire risk assessment will be reported to: Dominic de Mattos

Action required to remove/control risks will be approved by: Dominic de Mattos

Responsibility for ensuring the action required is implemented rests with: Deirdre Jordan

Checking that the implemented actions have removed/reduced the risks will be done by: Deirdre Jordan

This fire risk assessment will be reviewed annually or when the work activity changes, whichever is soonest.

4.3 Display Screen Equipment risk assessment

A Display Screen Equipment risk assessment will be undertaken by:	Deirdre Jordan
The findings of the Display Screen Equipment risk assessment will be reported to:	Dominic de Mattos
Action required to remove/control risk will be approved by:	Dominic de Mattos
Responsibility for ensuring the action required is implemented rests with:	Deirdre Jordan
Checking that the implemented actions have removed/reduced the risks will be done by:	Dominic de Mattos

The Display Screen Equipment risk assessment will be reviewed annually or when the work activity changes, whichever is soonest.

4.4 Manual handling risk assessment

A manual handling risk assessment will be undertaken by:	Dominic de Mattos
The findings of the Manual Handling risk assessment will be reported to:	Deirdre Jordan
Action required to remove/control risks will be approved by:	Dominic de Mattos
Responsibility for ensuring the action required is implemented rests with:	Dominic de Mattos
Checking that the implemented actions have removed/reduced the risks will be done by:	Dominic de Mattos

The manual handling risk assessment will be reviewed Annually or when the work activity changes, whichever is soonest.