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Health and Safety Policy

In accordance with its duty under Section 2(3) of the Health and Safety at Work etc. Act 1974 and in fulfilling its obligation to both employees and the public who may be affected by its activities; the Directors of KENSINGTON SASH GROUP LTD have produced the following statement of policy in respect of health and safety.

It is our aim to achieve a working environment which is free of work-related accidents, incidents and ill health and to this end we will pursue continuing improvements from year to year.

We undertake to discharge our statutory duties by:

- Prevent accidents and cases of work-related ill health (physical and mental) by managing the health and safety risks in the workplace.
- Complying with applicable legal requirements, and with other requirements to which the company subscribes that relate to its Occupational Health and Safety hazards.
- Identifying hazards in the workplace, assessing the risks related to them and implementing appropriate preventative and protective measures.
- Engage and consult with employees on day to day health and safety conditions.
- Recruiting and appointing personnel who have the skills, abilities and competence commensurate with their role and level of responsibility.
- Ensuring that tasks given to employees are within their skills, knowledge and ability to perform.

- Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work.
- Ensuring that technical competence is maintained through the provision of refresher training as appropriate.
- Identifying opportunities and needs for continual improvement of Occupational Health and Safety performance and the prevention of Injury and ill health.
- Maintain safe and healthy working conditions, provide and maintain safe plant, equipment and machinery
- Ensure materials and substances are safely stored, handled and transported
- Implement emergency procedures- evacuation in case of fire or other significant incident.

2. Responsibilities

James Kenneth Robertson has overall and final responsibility for health and safety.

Luke James Robertson has day-to-day responsibility for ensuring this policy is put into practice.

Supervisors and managers must provide adequate supervision to ensure the safe systems of work are being followed.

Employees have a responsibility to take care of the health and safety of themselves and those around them, to follow safe systems of work and report any concerns to supervisors and managers.

3. Arrangements

3.1 Training

All staff and subcontractors will be given a health and safety induction and provided with appropriate training, including manual handling, asbestos awareness and working at height.

Supervisors and managers are responsible for identifying training needs.

Luke James Robertson is responsible for keeping a record of all training.

3.2 Carrying out risk assessments

A written risk assessment will be carried out by the supervisor for all work activity, prior to it starting. Hazards will be identified and control measures implemented to eliminate risk, or reduce to an acceptable level and the risk assessments will be provided to operatives.

3.3 First aid

Adequate first aid provisions will be available at all sites. All first aid incidents will be recorded.

3.4 Welfare facilities

Main contractor will ensure there are adequate welfare facilities on all sites.

3.5 Accident reporting

All employees will report accidents to their supervisor or manager. Luke James Robertson is responsible for investigating accidents to prevent recurrence and ensure safe work practices are being carried out.

All accidents will be recorded in the accident book which is kept by Kensington Sash Group and is located at their head office. 13 Radnor Walk, SW3 4BP, London.

3.6 Emergency procedures

Luke James Robertson is responsible for carrying out fire risk assessments where Kensington Sash Group is the main contractor.

Escape routes will be well signed and kept clear at all times. Evacuation plans will be tested periodically and updated as necessary.

All employees on their part are encouraged to contribute actively towards achieving a work environment that is free of accidents, incidents and ill health.

Our health and safety policy will be reviewed periodically to monitor its effectiveness and to ensure that it remains relevant and appropriate to the organisation.

Signed:



On behalf of Kensington Sash Group Ltd

Date: 03/02/19