



WEST MERCIA ENERGY

**WEST MERCIA ENERGY
HEALTH AND SAFETY POLICY**

West Mercia Energy, Chapter House South, Abbey Lawn, Shrewsbury SY2 5DE

WME – Health and Safety Policy Document

SECTION 1 – THE HEALTH AND SAFETY POLICY STATEMENT

West Mercia Energy recognises its responsibility for providing a safe and healthy place to work by providing a safe working environment for all its employees, and others, including visitors to our premises, who are affected by our work, ~~or visitors to our premises.~~

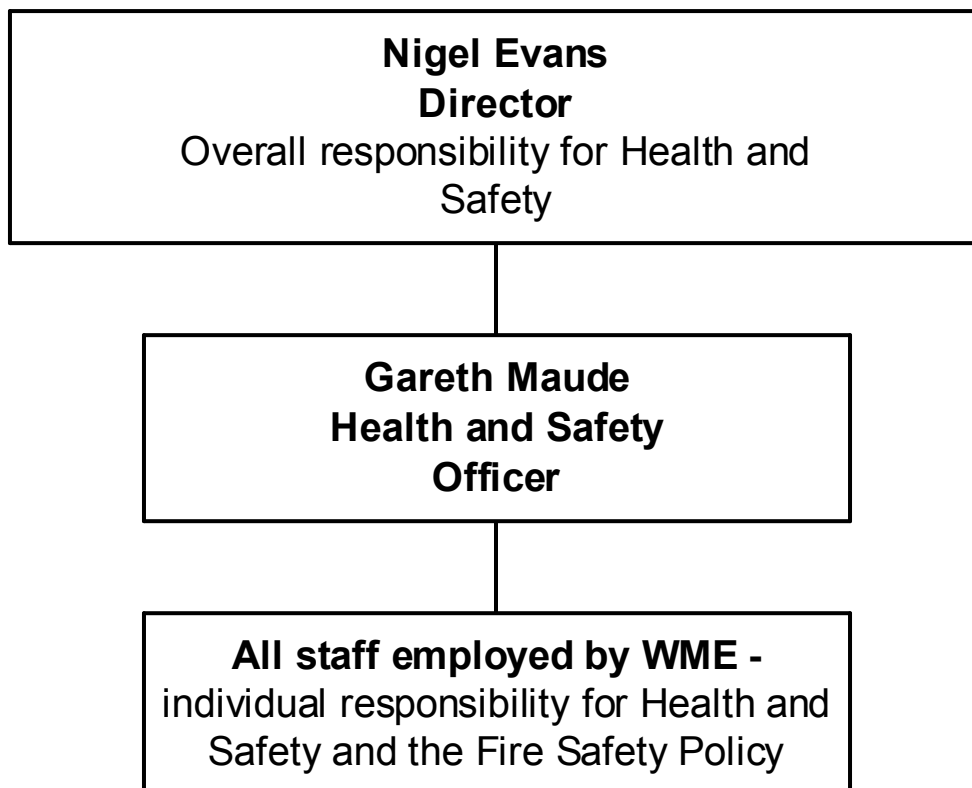
This statement confirms our commitment:

- To pursue progressive improvements in our Health and Safety performance.
- To the principle that legal requirements define the minimum level of achievement in Health and Safety.
- To recognise that people are a key resource and that all employees have a contribution to policy implementation.
- To maintain effective systems of communication on health and safety matters which confirms that both the employer and all employees have health and safety responsibilities and duties.
- That the Director of WME and the senior management of WME will support this policy by ensuring the competence of all employees.
- To control workplace hazards by assessing risks and establishing risk control measures which are suitable and sufficient.

Signed: Director of WME _____ Date _____

Chair of WME _____ Date _____

SECTION 2



SECTION 3 – HEALTH AND SAFETY ARRANGEMENTS

Responsibilities

1. Overall and final responsibility for health and safety is that of:

Nigel Evans, Director.

2. Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Gareth Maude, Senior Energy Market Analyst.

3. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

<i>Name</i>	<i>Responsibility</i>
Gareth Maude	All WME

4. All employees have to:

- co-operate with 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;
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

5. Competent advice will be provided by:

Shropshire Council Health and Safety Team

Health and safety risks arising from our work activities

- **Risk assessments will be undertaken by:**
Gareth Maude
- **The findings of the risk assessments will be reported to:**
Nigel Evans
- **Action required to remove/control risks will be approved by:**
Nigel Evans, Gareth Maude.
- Gareth Maude.
will be responsible for ensuring the action required is implemented.
- Gareth Maude
will check that the implemented actions have removed/reduced the risks.
- **Assessments will be reviewed every:**
12 months.
(or when the work activity changes, whichever is soonest).

Arrangements

Consultation with employees

- **Consultation with employees is provided by:**
discussing any health and safety matter of concern with your line manager. Also employees are issued with the WME risk assessment. →

Safe plant and equipment

- Gareth Maude/[John Morris](#)
will be responsible for identifying all equipment/plant needing maintenance.
- Gareth Maude
will be responsible for ensuring effective maintenance procedures are drawn up.
- Gareth Maude
will be responsible for ensuring all identified maintenance is implemented.
- **Any problems found with plant/equipment should be reported to:**
Gareth Maude/[John Morris](#).
- Gareth Maude
will check that new plant and equipment meets health and safety standards before it is purchased.

Safe handling and use of substances

- Gareth Maude
will be responsible for identifying any action required in relation to an occurrence involving a COSHH substance.
- Gareth Maude
will be responsible for undertaking COSHH assessments.
- Gareth Maude
will be responsible for ensuring that all actions identified in the assessments are implemented.
- Gareth Maude
will be responsible for ensuring that all relevant employees are informed about the COSHH procedures.
- Gareth Maude
will check that new substances can be used safely before they are purchased.
- **Assessments will be reviewed every:**
12 months.
(or when the work activity changes, whichever is the soonest).

Information, instruction and supervision

- **The Health and Safety Law poster is displayed:**
Outside the kitchen door
- **Health and safety advice is available from:**
Nigel Evans and Gareth Maude.
- **Supervision of young workers/trainees will be arranged/undertaken/monitored by:**
Julie Wassall and Gareth Maude.
- Gareth Maude
is responsible for ensuring that our employees working at locations under control of other employees are given relevant health and safety information.

Competency for tasks and training

- **Induction training will be provided for all employees by:**
Julie Wassall and Gareth Maude.
- **Job specific training will be provided by:**
the relevant manager.
- **Specific jobs requiring special training are:**
 - manual handling
- **Training records are kept at/by:**
Nigel Evans and Gareth Maude.
- **Training will be identified, arranged and monitored by:**
Nigel Evans, Julie Wassall and Gareth Maude.

Accidents, first aid and work-related ill health

- **Health surveillance is required for employees doing the following jobs:**
 -
- **Health surveillance will be arranged by:**
RPS Occupational Health www.rpsgroup.com/occupationalhealth.
- **The first aid box is kept:**
By the photocopier in the main office
- **The appointed first aiders are:**
Neil Marston, Debbie Poynor and Alex Howard.
- **All accidents and cases of work related ill health are to be recorded in the accident book. The book is kept:**
By the photocopier in the main office
- Nigel Evans
is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Monitoring

- **To check our working conditions and ensure our safe working practices are being followed, we will:**
 - Review/amend risk assessments as necessary in the light of any entries in the Accident Book.
 - Review all risk assessments at least every 12 months
 - Remain vigilant in identifying and reporting any potential hazards within the office, undertaking spot checks as necessary.

- Nigel Evans and Gareth Maude
are responsible for investigating any accidents.
- Nigel Evans
is responsible for investigating work related causes or sickness absences.
- Nigel Evans
is responsible for acting on investigation findings to prevent a recurrence.

Emergency procedures - fire and evacuation

- Gareth Maude
is responsible for ensuring the fire safety policy and risk assessment is undertaken and implemented.
- **Escape routes are checked by/every:**
Gareth Maude and/or John Morris, every day.
- ~~**Fire extinguishers are maintained and checked by an approved contractor/every:**~~
Morris Properties are responsible for maintenance of all fire extinguishers
- **Alarms are tested every:**
week.
- **Emergency evacuation will be tested at least every:**
6 months.

Please sign and return this sheet.

I confirm receipt of the WME Health and Safety Policy

Signed: Date: