



Control Systems Integrators

HEALTH AND SAFETY POLICY

STATEMENT OF INTENT

REVIEWED: MARCH 2016

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2 Revision History

Rev	Date	Summary of Changes	Author	Checked
0	18/03/14	Annual review, minor changes made. Issued for record	PJ	PJ CS PC
1	18/05/15	Annual review, minor changes made. Issued for record	PJ	PJ
2	15/03/16	Refreshed content and format. Separated policy into the three sections; Statement of Intent, Organisation, Arrangements. Issued for record	PJ	PJ/NR



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3 Statement of Intent

In accordance with the Health and Safety at Work etc. Act (1974) and the Management of Health and Safety at Work Regulations 1999, it is the policy of SES Controls to manage safe and healthy working conditions and to ensure that the conduct of its affairs is not harmful to the health and safety of its employees or the general public.

Through this policy the Company aims to secure a progressive improvement in environmental health and safety by safeguarding against known hazards and ensuring that safe systems of working are implemented at all times.

The Board of Directors is firmly committed to doing all that is reasonably practicable to protect the health, safety and welfare of our employees and any other person affected by our activities through applying the high standards set out within this policy.

The Board, led by the Managing Director, has overall responsibility for ensuring that we maintain high standards of health and safety. However, we rely on all of our employees and sub-contractors to play their part in implementing our health and safety policy and drawing to our attention areas in which we can improve.

The Board has the appointed Systems Director to be the appointed safety director to guide the Board on all matters of health and safety.

The Systems Director delegates responsibility and authority for implementing the policy down the line to the Sales Manager, Operation Manager and Administrative Executive according to their function.

Managers, Engineers, Supervisors or other employees directly responsible for the working activities of others will warn them of any known hazards in their work. They will ensure that employees receive appropriate instructions, information and training to meet both their statutory obligations and the implementation of this policy.

The Factories Act and other relevant legislation is to be complied with at all times. All employees shall contribute towards making the work areas as safe as possible and behave in such a way as not to cause danger to themselves or others.

Approximately half of our work force are office based and we recognise the importance of providing an ergonomic environment for our valued employees and for identifying and managing stress factors which may affect them.

The other half of our work force are site based and as such we provide them with the required and necessary Personal Protective Equipment (PPE) as appropriate to the task. We carry out pre-start site surveys which provide the opportunity to produce specific risk assessment method statements prior to work commencing.

As our work load increases it may be required to employ sub-contractors and as such it is a particular priority for us to ensure that we select only competent contractors and monitor the health and safety standards of their work and workmanship.

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Directors and Managers will in particular take all reasonably practicable steps to:

- provide and maintain a safe and healthy working environment including safe access arrangements and suitable welfare facilities
- provide information, instruction, training and supervision to enable employees to perform their work safely, including maintaining an up to date copy of this policy on an accessible part of the company's central server and drawing the policy to the attention of new starters
- undertake risk assessments, implement the identified control measures and ensure that safe systems of work are applied in relation to all of our activities
- ensure safety and the absence of risks to health in connection with the storage, handling, use and transport of articles and substances
- ensure that all vehicles and work equipment are suitable for purpose and properly maintained
- minimise the use of hazardous or dangerous substances and where their use cannot be eliminated, implement suitable controls
- make available all necessary safety devices and protective equipment and supervise their use
- take steps to assess the competence of any contractor we engage and to ensure that information is exchanged on matters relevant to health and safety
- be prepared for emergencies such as fire and medical emergencies and investigate all incidents of injury or ill health including near misses
- promote a positive health and safety culture within the organisation, in particular by Directors and Managers, consulting with employees on health and safety matters, directly and through safety representatives appointed by recognised trade unions and/or elected representatives of employee safety and our health and safety committee

SES Controls is committed to ensuring that the implementation of the health and safety management system is adequately resourced to enable the full implementation of this policy. This commitment includes the provision of sufficient financial resources, management and employee time, training and health and safety advisory support. The company appoints a combination of internal and external specialists to provide competent health and safety advice.

It is the responsibility of the Managing Director to monitor the implementation of this policy and the company's overall health and safety performance by receiving regular health and safety reports from the Systems Director and commissioning and considering the results of a health and safety audit, conducted on an annual basis and reporting to the Board accordingly.

This Health and Safety Policy Statement and the Responsibilities and Arrangements that support it are reviewed at least annually or more frequently where there have been significant changes to the company or the nature of the company's activities.

Signed: 

Date: 15/03/16

N. Rogers – Managing Director

15/03/16

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