



Health and Safety Policy Statement

Inex Works Group Ltd aim to ensure, so far as reasonably practicable, the health, safety and welfare of its employees while carrying out their assigned work activities as stated in the Health and Safety at Work Act 1974.

The Company also understands its health, safety and welfare responsibilities that extend to all persons that might be contracted to undertake work on behalf of the Company, visiting the office and external sites.

To achieve the Company's health and safety goal of preventing injury or ill health we will be committed to –

- Complying with relevant health and safety legal and other requirements that make up our Legal Compliance obligations;
- Create and maintain a safe and healthy working environment;
- Set, maintain and review safe working practices;
- Management will ensure consultation and participation of workers and others in health and safety matters;
- *Setting and monitoring of health and safety objectives through the management review process'*
- Preventing work related injuries, ill health, disease and incidents;
- Continually improving the performance of our health and safety management;

Employees of the Company also have responsibilities under the Health and Safety at Work Act and will:

- Take reasonable care of their own health and safety and that of others around them;
- Cooperate with Top Management on matters relating to health and safety;
- Use and maintain work equipment correctly and safely;
- Are required to participate and consult on the effectiveness of the Company Management System, occupational risks and associated controls.

It is not possible to detail here all the health and safety matters that come up on a day-to-day basis, so employees must constantly be mindful of their responsibilities, individually and collectively, for the safety of themselves and others.

1.0 Company Scene

Inex Works Group Ltd carry out maintenance, installation and repairs to privately owned grounds. Employees consist of Managing Director and founder Alan Stevenson, Operations Director Louise MacKinven, a team of 6 managers and 22 supervisors and operatives.

Core hours of work vary between 8am and 5pm, with additional hours worked in winter season carrying out winter maintenance.

The health & safety of its employees is the highest priority of the directors and managers of Inex Works Group Ltd. This is inclusive of, but not limited to emphasis placed on use of appropriate and safe plant & machinery, personal protective equipment and in particular to all elements of applicable training.

2. Company Arrangements

2.1 Risk Assessments & Method Statements (RAMS)

Inex Contract Managers/Supervisors are responsible for undertaking RAMS on all works undertaken, whereby site-specific hazards are given consideration, level of risk determined, and appropriate control measures and work methodology is established to minimize the risk of injury. RAMS will be relayed to operatives as applicable, and will be signed off by those undertaking works to confirm their full understanding of them. RAMS are subject to review, to ensure continual suitability and effectiveness.

2.2 Staff Consultation



Inex endeavors to meet its duties under the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.

As such, Inex are committed to communicating and consulting with all employees on the health & safety issues of policy content, specific site rules, changes in legislation, best working practice, planning and training and safe use of working equipment and technology.

The above will be carried out via consultation with employee representatives in the format of an on-going forum setup.

2.3 Training

Inex endeavor to ensure that all employees are provided with required training appropriate to their role and responsibilities, in conjunction with company training policy. (P009)

Training will be provided via initial induction, policy & procedure awareness and competence sign-off, followed by agreement on future training via annual career development review. General training on subjects including PPE, hazardous substances, manual handling, working at heights, slips & trips, needles & sharps, noise control and accident reporting will be carried out as standard.

Refresher training on the above and also re-competence sign-off will take place on a rolling annual basis.

All training will be formally recorded on the company training matrix.

2.4 Fire & Emergencies

Inex will take account of fire hazards within the workplace at all times.

Inex expect all its employees to conduct themselves and their operations in such a way that risk of fire is minimized at all times. This includes for adherence to the company Smoking policy (P043).

Inex expect site supervisors to be responsible for ensuring that their operations are safe from fire at all times, ensuring that their operatives are trained in standard fire prevention practices and emergency procedures.

All combustible materials must be kept separate from sources of ignition, with quantities kept to a minimum requirement only, in line with company chemical storage procedure. (P045)

All employees are required to adhere to the company fire policy in relation to discovering a fire and hearing a fire alarm. (P039)

2.5 First Aid

Inex will ensure that first aid provision is made for each area of the workplace occupied by the company.

First aiders within the company are:

Office	Heather Paterson
	Karen Liddell
Operations	Alan Stevenson
	Graeme Hyslop
	John Mackie Jnr
	Martin McGill
	Jordan Robertson
	Jamie McCarter

2.6 Accident Reporting

All employees are required to ensure that accidents are reported in line with company accident reporting procedures. (P013)

Inex will comply with The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 by reporting all deaths, major injuries and injuries resulting in 7+ days incapacitation. The Office Manager is responsible for ensuring adherence to this, and also subsequent accident investigation to determine cause, possible civil/criminal proceedings, claim for injury and preparation of notification to HSE. Determination will be achieved as to what/who/when/why/how the accident occurred and could have been prevented.

2.7 Work Equipment

All work plant & equipment used in relation to tasks undertaken by Inex will comply with The Provision and Use of Work Equipment Regulations (PUWER) 1998.

Inex will ensure that all electrical equipment will be inspected and maintained in accordance to the risk of them becoming faulty. This will take into consideration how the equipment is constructed and the environment with which it is used. Where appropriate, portable appliance testing (PAT) will be carried out to the appropriate schedule.

An assessment will be undertaken before new equipment is introduced into the working environment, in order to ascertain that the equipment is suitable for its intended use. Employees will then be signed off by manager as competent in the use of the equipment, and not permitted to use the equipment until such times as this has taken place.

Employees will under no circumstances misuse work equipment or remove any guards that are in place to minimise a specified risk.

All work plant & equipment will be maintained and inspected at suitable intervals, either internally by a competent person or by external specialists, in line with company plant & inspection procedures (P020). All inspections carried out will be formally recorded in conjunction with the company QMS ISO9001. Any faults or damage found will result in the item automatically being quarantined, in line with the above company procedure.

2.8 Personal Protective Equipment (PPE)

Inex will supply all employees with the PPE required to undertake their specific work tasks, with required training carried out on the PPE prior to use. A written signed record of PPE issue will be held by the company. Employees have a legal duty to ensure PPE for specific tasks are worn at all times. All defects in PPE are required to be reported to line management.

2.9 Hazardous Substances

Inex will obtain data sheets from suppliers for all hazardous substances used during a work process, in order that a COSHH assessment may be completed for the product, in line with The Control of Substances Hazardous to Health Regulations (COSHH) 2002 and company Hazardous Substances procedure (P051). Assessments will be issued to all operatives for their information, as required.

Assessments will consider the storage, handling, how the substance is used, quantity used, routes and level of exposure, PPE requirements, workers health and emergency actions.

Where possible, Inex will endeavor to use less harmful alternatives whenever possible.

An inventory of all substances and materials hazardous to health will be held by the company.

2.10 Asbestos Management

Inex currently do not carry out any tasks which may result in employees coming into contact with or result in disturbance of asbestos. Should this position change in future, the appropriate training will be instructed.

2.11 Manual Handling

Inex will assess manual handling operations to determine the level of risk by those undertaking associated activities. Suitable control measures for the management of manual handling will be applied, and training provided to employees, as applicable, albeit the process involving the activity will be eliminated/reduced where possible via reducing weights, reducing frequency, use of additional manpower and provision of assisted equipment.

2.12 Welfare Provision

Inex will ensure that employees are provided with access to welfare facilities in the form of toilet and washroom at all times, or obtain client agreement that employees may have use of their facilities, in order to comply with Construction and Design Management Regulations (CDM) 2015 construction phase plan.

2.13 Co-operation/Co-ordination

Inex employees are required to familiarise themselves with company contracted sites. In particular, to site access, emergency procedures and locations, permit to work systems and higher risk activities. (in particular whereby members of the public may be present) Client specific instructions must be adhered to at all times.

2.14 Monitoring/Audit/Review

Inex will review all policies and procedure on an annual basis, or upon specific changes in legislation, as required. Reviews will be carried out by the Office Manager.

Internal auditing in conjunction with QMS ISO9001 will also be carried out on a quarterly basis by the company auditor – the Office Manager.

Monthly site inspections and site auditing will also take place by Inex company directors.

3.0 Company Specific Locations

H & S Poster	The Health & Safety Law poster is located on Unit 1 & 2 Notice Boards
First Aid Box	There are first aid boxes located in Unit 1 (Warehouse Supervisor area) and also Unit 2 (window sill)
Accident Book	The accident book is located in Unit 2 (Window Sill)

4.0 Company Specific H&S Arrangements

Name	Title	Responsibility
L o u i s e MacKinven	Operations Director	Operational Responsibility
J o h n Mackie	GM Supervisor	On-Site Responsibility
Ian Hughes	Contract Manager	On-Site Responsibility
S h e e n a Stevenson	HR & Compliance Director	Office & Process Responsibility

Name	Louise MacKinvven
Signed	<i>Louise MacKinven</i>
Title	Operations Director
Date	6th January 2020
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