

HEALTH AND SAFETY POLICY

Hennessy Ltd

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And is fully supported by them until: 6th June 2009

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Health and Safety Policy Amendment Sheet

Record of Amendments

Version No:	Date:	Index Ref:	Brief Description of Amendment:
One	02.07.2008		First Issue

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INTRODUCTORY NOTE

This health and safety management system (the policy) is divided into two sections – policy and arrangements.

The '**policy**' section contains the company's policy statement together with the health and safety organisation and the responsibilities allocated to individuals.

The arrangements for putting the goals of the policy statement into practice are contained in more specific form in the '**arrangements**' section, which includes guidance on procedures (including assessment and documentation procedures) to be observed and adhered to in the course of company operations. Such guidance would be applied in conjunction with task and site specific health and safety instructions and documentation pertinent to individual work activities and environments.

COMPLIANCE REVIEW

Hennessy Ltd's health and safety policy shall be formally reviewed annually by The Health and Safety People Limited for as long as this company retains their services. This review shall cover all sections of the policy and shall ensure that:

- a) The responsibilities reflect the current staffing of the company.
- b) The arrangements remain unchanged.
- c) The guidance is still applicable.

Additionally, the policy shall be reviewed as necessary to reflect any changes in legislation, appointments or working methods and materials used.

SAFETY PROGRAMME

The Health and Safety People Limited shall undertake an annual review of the company's safety programme to ensure that the company is in compliance with the policy. This review shall check that:

- 1. All the responsibilities allocated in the policy are understood and are being performed.
- 2. The arrangements set up in the policy are being complied with and remain effective.
- 3. Records, as required in the policy, are being adequately compiled and retained.
- 4. All the necessary reports are being prepared and forwarded to the relevant persons within the company and the relevant enforcing authorities.

They will also evaluate:

- 1. The attitude to health and safety of both management and employees.
- 2. The effectiveness of the training carried out and the requirements for further training.
- 3. The effectiveness of the policy to reduce the incidence of accidents, incidents, dangerous occurrences and ill health in the workplace.

The results of the review shall be compiled into a report for the managing director and shall include recommendations of the action to be taken to rectify any non-compliance.

Hennessy Ltd

Health and Safety Policy Statement

In accordance with its duty under Section 2(3) of the Health and Safety at Work etc. Act 1974 and in fulfilling its obligations to both employees and the public who may be affected by its activities; the Managing Director of Hennessy Ltd has 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 and ill-health and to this end we will pursue continuing improvements from year to year.

We undertake to discharge our statutory duties by:

- Identifying hazards in the workplace, assessing the risks related to them and implementing appropriate preventative and protective measures.
- Providing and maintaining safe work equipment.
- Establishing and enforcing safe methods of work.
- 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.
- Ensuring that technical competence is maintained through the provision of refresher training as appropriate.
- Promoting awareness of health and safety and of good practice through the effective communications of relevant information.
- Furnishing sufficient funds needed to meet these objectives.

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

Our health and safety policy will be reviewed annually to monitor its effectiveness and to ensure that it reflects changing needs and circumstances.

This statement is to be read in conjunction with the responsibilities, arrangements, procedures and guidance that together form the health and safety policy for Hennessy Ltd.

Signed: Date:
MANAGING DIRECTOR

Hennessy Ltd

SmokeFree Policy Statement

PURPOSE

This policy has been developed to protect all employees, customers and visitors from exposure to second-hand smoke and to assist in compliance with the Health Act 2006.

Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

POLICY

It is the policy of Hennessy Ltd that all our workplaces are smoke-free, and all employees have a right to work in a smoke-free environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace and all work vehicles if they are used by more than one person. This policy applies to all employees, customers, consultants, contractors and visitors.

IMPLEMENTATION

Overall responsibility for policy implementation and review rests with the Managing Director. However, all employees are obliged to adhere to and support the implementation of the policy. He shall inform all existing employees of the policy and their role in the implementation and monitoring of the policy. He will also ensure that new employees are given a copy of the policy on recruitment/induction. Appropriate 'No-Smoking' signs will be clearly displayed at the entrances to and within the company premises and in all smoke-free vehicles.

NON-COMPLIANCE

Disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with smoke-free law may also be liable to a fixed penalty fine and possible criminal prosecution.

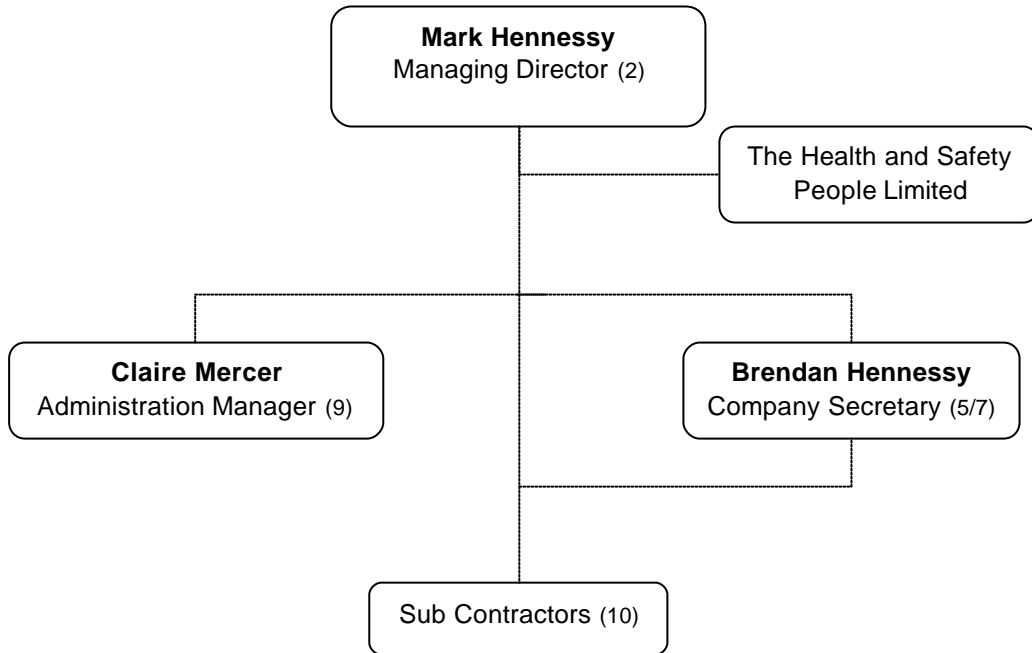
HELP TO STOP SMOKING

The NHS offers a range of free services to help smokers give up. Visit gosmokefree.co.uk or call the NHS Smoking Helpline on 0800 169 0 169 for details.

Signed: Date:
MANAGING DIRECTOR

Hennessy Ltd

Management Structure for Health and Safety



Hennessy Ltd

**Responsibilities for
Health and Safety**

Mark Hennessy, Managing Director

The Managing Director's health and safety responsibilities are to ensure that:

1. The policy is effectively implemented, monitored, developed and communicated to all staff and that necessary alterations are made to the policy to reflect changes in legislation or company development.
2. Suitable and sufficient funds, people and equipment are made available to meet the health and safety requirements of the policy.
3. The appropriate insurance cover is provided and maintained.
4. Procedures are put in place to ensure that all equipment is in good condition, adequately maintained and guarded, is suitable for the purpose for which it is used and has any required certificates of inspection or examination.
5. All levels of management and employees understand their responsibilities for health and safety placed upon them by this policy.
6. An effective training programme is established to ensure that all levels of employees are trained and competent to carry out their duties.
7. The board recognises its role in providing health and safety leadership in the company and to engage the active participation of workers in improving health and safety through continuous improvement.
8. Procedures are put in place to ensure that planning and control measures are provided to establish safe working methods for situations involving potential hazards.
9. Health and safety objectives are set and their achievement is measured and reported in the annual report.
10. He actively leads the implementation of the health and safety policy.
11. Written instructions are provided through risk assessment and safe systems of work to establish working methods, to explain the sequence of operations, to outline the potential hazards and implementation of suitable risk controls.
12. He communicates and consults with staff on issues of health and safety and encourages staff to report hazards and raise health and safety concerns.
13. All reportable injuries, diseases and dangerous occurrences are reported to the relevant enforcing authority.
14. All accidents, incidents, ill health, dangerous occurrences and other issues concerning safety raised by anyone at work are recorded and investigated such that effective controls can be implemented to help prevent recurrence.
15. Any hazardous substances are stored, transported, handled and used in a safe manner in accordance with manufacturers' instructions and established rules and procedures.
16. Procedures are put in place to ensure that adequate welfare facilities are provided for employees.
17. Where necessary, health and safety rules are developed.
18. Personal protective equipment is readily available and maintained, and relevant employees are aware of its correct use, storage and procedures for replacement.
19. He sets a good personal example by using the appropriate protective equipment whilst on site.

Brendan Hennessy, Company Secretary

The health and safety responsibilities at this level of management are to ensure that:

1. Support the health and safety policy.
2. Ensure that the necessary finance is allocated for the development and maintenance of safe systems of work, which shall include the provision of adequate funds for equipment, training, monitoring the effectiveness of the policy and for the provision of adequate welfare facilities for employees.
3. Generally review the company's health and safety activities and to include a statement regarding health and safety in the company's annual report.
4. He understands the company's health and safety policy and understands his/her responsibilities.
5. He actively leads the implementation of the health and safety policy.
6. Adequate welfare facilities are provided and maintained in a satisfactory condition.
7. He communicates and consults with staff on issues of health and safety and encourages staff to report hazards and raise health and safety concerns.
8. Written instructions are provided through risk assessment and safe systems of work to establish working methods, to explain the sequence of operations, to outline the potential hazards and implementation of suitable risk controls.
9. Any hazardous substances are stored, transported, handled and used in a safe manner in accordance with manufacturers' instructions and established rules and procedures.
10. All health and safety site rules are followed by all.
11. All plant and work equipment within the workplace is maintained in a safe condition, guarded in accordance with the relevant legislation and has the statutory certificates of inspection or examination.
12. Adequate supervision of staff is provided to ensure that they are working safely, including the provision of increased supervision for new employees and young persons (under the age of 18 years).
13. Safety training requirements are identified for all members of staff under his control to ensure that those members of staff are competent to undertake their work in a safe manner.
14. Personal protective equipment is readily available and maintained, and relevant employees are aware of its correct use, storage and procedures for replacement.
15. He sets a good personal example by using the appropriate protective equipment whilst on site.
16. His line manager is informed of any change to his state of health, either temporary or permanent, which might affect his/her working ability or his suitability to carry out any particular task or tasks.

Claire Mercer, Administration Manager

The health and safety responsibilities of the above personnel are to ensure that she:

1. Understands the company's health and safety policy, understands her responsibilities and complies with the requirements.
2. Uses the correct tools and equipment for the task.
3. Uses the personal protective equipment provided.
4. Only uses tools which are in good condition.
5. Reports all defects in tools, plant, equipment and materials, or any obvious safety or health hazards.
6. Takes reasonable care not to endanger herself or other persons through her actions or omissions at work.
7. Avoids improvisation.
8. Warns new employees of known hazards.
9. Refrains from horseplay and follow all health and safety site rules.
10. Does not misuse or abuse anything provided under a statutory requirement in the interests of health and safety.
11. Co-operates with the company on all aspects of health, safety and welfare.
12. Does not operate any equipment or machinery unless she has been fully trained and instructed in its operation.
13. Reports all accidents and incidents so that action can be taken to prevent a recurrence.
14. Informs her line manager of any change to her state of health, either temporary or permanent, which might affect her working ability or her suitability to carry out any particular task or tasks.

Sub-Contractors

The Sub-Contractors' health and safety responsibilities are to:

1. Provide copies of their health and safety policy and any other documentation appertaining to health and safety that may be requested by the company.
2. Comply with all the requirements of this company's health and safety policy.
3. Undertake work in accordance with the relevant statutory provisions and taking into account the safety of others on the site and the general public.
4. Ensure that all plant or equipment brought on to site is safe and in good working condition, fitted with any necessary guards and safety devices, and with any necessary certificates available for checking.
5. Ensure that any injury sustained or damage caused by their employees is reported immediately to this company's site representative.
6. Follow this company's site safety rules and comply with any safety instructions given by this company's site representative.
7. Ensure that any materials or substances brought on site which have health, fire or explosion risks are used and stored in accordance with regulations and current recommendations and that information is provided to any other person who may be affected on site. Assessment of risk associated with any substance or process hazardous to health that will be used on the site must be presented to this company's site representative before work commences.
8. Ensure that workplaces are kept tidy and all debris, waste materials, etc are cleared as work proceeds.
9. Provide written instructions through risk assessment and safe systems of work to establish safe working methods, to explain the sequence of operations, to outline the potential hazards and implementation of suitable risk controls.
10. Attend safety meetings as requested; these meetings shall be the principal point for the transfer of information.

The Health and Safety People Ltd

The Health and Safety People Ltd have been retained as the company's safety advisers and shall:

1. Ensure that the health and safety policy and documentation, as prepared by them, is reviewed and updated as required.
2. Provide a telephone advisory service relating to all aspects of health and safety at work.
3. Carry out site safety inspections as requested by the company.
4. Provide written reports and assessments for the company subsequent to the inspections.
5. By arrangement, provide an accident investigation service and liaise with the enforcing authority.
6. If requested, assess all method statements prepared by the company.
7. If requested, attend meetings regarding health and safety on behalf of the company.
8. If requested, provide health and safety training to both management and staff.
9. Ensure that The Health and Safety People Ltd's staff act to reduce imminent danger wherever that may be seen in any area of the company's responsibilities.

