
Statement of General Policy

The Asbestos Removal Contractors Association Limited (hereafter referred to as ARCA Ltd) recognises and accepts its responsibilities under the Health and Safety at Work etc. Act 1974 and associated Regulations which affect its activities.

ARCA Ltd is committed to providing adequate control of the health and safety risks to employees and non-employees that may arise from our work activities.

In particular, we recognise the legal duties and benefits of:

- consulting with our employees on matters affecting their health and safety;
- providing and maintaining safe plant and equipment;
- ensuring safe storage, handling and use of substances and articles;
- providing information, instruction and supervision for employees;
- ensuring all employees are competent to do their tasks, and to give them adequate training;
- preventing accidents and cases of work-related ill health;
- establishing and maintaining safe systems of work;
- maintaining safe and healthy working conditions, including safe access and egress; and
- reviewing and revising this policy as necessary, and at least annually.

ARCA Ltd also recognise that health and safety is a responsibility of equal standing with other business objectives, and will provide all the resources necessary, so far as is reasonably practicable, to discharge these duties

1. Responsibilities

- 1.1. Overall and final responsibility for health and safety is that of Mr Steve Sadley, Chief Executive of ARCA Limited.
- 1.2. Day-to-Day responsibility for ensuring that this policy is put into practice is delegated to Mr Steve Sadley, Chief Executive of ARCA Limited.
- 1.3. To ensure health and safety standards are maintained I improved, the following have responsibility in specific areas:

<u>Name</u>	<u>Responsibility</u>
Steve Sadley	Overall responsibility for health and safety
Steve Sadley	Risk assessments, COSHH assessments, equipment / plant safety and repair
Training Admin	Fire alarm testing
Nominated First Aiders	First aid provision
Management Team	Fire evacuation

- 1.4 All employees have a responsibility to:

- Co-operate with supervisors and managers on health and safety matters;
- Not interfere with or misuse anything provided to safeguard their health and safety, or that of others;
- Take reasonable care of their own health and safety, and that of others; and
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement).

2. Health and Safety Risks Arising from Our Work Activities

- 2.1. Risk Assessments will be undertaken by the Chief Executive.
- 2.2. Action required to remove I control the risks will be approved by The Chief Executive.
- 2.3. The Chief Executive is responsible for ensuring the action required is implemented.
- 2.4. The Chief Executive will check that the Implemented actions have removed / reduced the risks.
- 2.5. Assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.

3. Consultation with Employees

- 3.1. Consultation with employees is provided through departmental staff meetings and any issues raised to be reviewed in the regular management review meetings, although any member of staff is encouraged to raise any health and safety issues at any time with their manager.

4. Safe Plant and Equipment

- 4.1. The Chief Executive will be responsible for identifying all equipment / plant needing maintenance.
- 4.2. The Chief Executive will be responsible for ensuring effective maintenance procedures are drawn up.
- 4.3. The Chief Executive will be responsible for ensuring that all identified maintenance is implemented.
- 4.4. Any problems found with plant/ equipment should be reported to The Chief Executive.
- 4.5. The Chief Executive will check that new plant and equipment meets health and safety standards before it is purchased.

5. Safe Storage, Handling and Use of Substances

- 5.1. The Chief Executive will be responsible for identifying all substances which need a COSHH assessment.
- 5.2. The Chief Executive will be responsible for undertaking COSHH assessments.
- 5.3. The Chief Executive will be responsible for ensuring that all actions identified in the assessments are implemented.
- 5.4. The Chief Executive will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- 5.5. The Chief Executive will check that new substances can be used safely before they are purchased.
- 5.6. Assessments will be reviewed every 24 months or whenever the work activity changes, whichever is soonest.

6. Information, Instruction and Supervision

- 6.1. The Health and Safety Law poster is displayed in the first floor Kitchen.
- 6.2. Health and safety advice is available from the Chief Executive in the first instance.
- 6.3. Supervision of young workers / trainees will be arranged / undertaken / monitored by the Chief Executive.
- 6.4. The Chief Executive is responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information, instruction and training.

7. Competency for Tasks and Training

- 7.1. Induction training will be provided for all new employees by, or under the direction of, the Chief Executive.
- 7.2. Job specific training will be provided by the appropriate line manager.
- 7.3. In terms of Health and Safety, there are no specific jobs identified as requiring special training.
- 7.4. Training Records are kept by the Membership Secretary.
- 7.5. Training will be identified, arranged and monitored by either the Chief Executive or the relevant Departmental Manager.

8. Accidents, First Aid and Work Related Ill Health

- 8.1. Health Surveillance will be undertaken for all staff using Display Screen Equipment as a significant part of their daily work. No other jobs have been identified as requiring health surveillance.
- 8.2. The First Aid box for office staff and first aid book are kept in the first floor Kitchen. The First Aid box for training courses is kept in the trainers' office/ store on the ground floor.
- 8.3. The appointed person to take charge of first aid requirements is the Chief Executive. The nominated first aiders are responsible for ensuring the first aid boxes are suitably stocked and replenished as necessary.
- 8.4. All accidents and cases of work-related ill health are to be recorded in the accident book, which is kept in the first floor Kitchen with the First Aid Box.
- 8.5. The Chief Executive is responsible for reporting any reportable accidents, diseases or dangerous occurrences to the enforcing authority.

9. Monitoring

- 9.1. To check our working conditions, and ensure our safe working practices are being followed, we will
 - Carry out periodic inspections of the workplace to ensure current conditions and systems of work are appropriate to this policy and are being adhered to;
 - Investigate any accidents or sickness absences that occur.
- 9.2. The Chief Executive is responsible for acting on investigation findings to prevent a recurrence.

10. Emergency Procedures - fire and evacuation

- 10.1 The Chief Executive is responsible for ensuring the fire risk assessment is undertaken and implemented.

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- 10.2 Escape routes are checked by the Chief Executive every month, and a record kept.
 - 10.3 Fire Extinguishers are maintained and checked by Chase Fire every year, and a record kept.
 - 10.4 Alarms are tested weekly under the direction of the training administrators, and a record kept.
 - 10.5 Emergency evacuation will be tested at least annually, and a record kept.
 - 10.6 On evacuation, each Departmental Manager (or nominated individual within each department) will ensure his/her staff are all accounted for at the assembly point and reported to the Chief Executive or most senior manager present. Each trainer is responsible for ensuring the evacuation of course delegates to the assembly point, and for a roll call of the delegates.

11. Miscellaneous

- 11.1 ARCA operate a no smoking policy within its buildings in accordance with current legislation. Smoking is only permitted outside in designated areas.
- 11.2 During the Covid-19 pandemic, guidance relating to ARCA staff and to ARCA activities is provided and regularly updated by the Chief Executive in line with Government guidance. A copy of the latest Procedures and Risk Assessment is located within the BrightHR system and accessible by all staff.