


Health & Safety Policy Organisation		
Document Owner: PH Leek	Project Workbook and QMS Section 11.1.2	

1. Purpose

The purpose of the organisation is to outline the responsibilities of those who work for Align Property Partners (APP) or undertake work on behalf of the company to ensure a safe and healthy working environment.

2. Scope

This policy is applicable to APP.

3. Organisation

Managing Director

The Managing Director has overall personal responsibility for the effective leadership for health and safety for APP. They will carry out the following duties;


- ensure that the health and safety policy and associated management systems are an integral part of the company's culture, of its values and performance targets
- provide effective leadership to senior managers by agreeing and reviewing targets for maintaining standards and, where appropriate, for achieving improvements in health and safety performance
- ensure that adequate resources are made available to achieve high standards of health and safety
- monitor and review health and safety performance by receiving regular reports following health and safety walks, any accidents or incidents or any other areas of health and safety concern which cannot be managed locally by the service managers.

Management with Management/Supervisory Responsibility

Staff who manage, supervise or have responsibility for employees, trainees or members of the public are responsible for health and safety within their management control. They will provide effective leadership on health and safety to their staff and support improvements in health and safety. They will:

- ensure that health and safety issues are taken into account at the design stage of any new initiatives and projects
- take reasonably practicable steps to ensure the health, safety and welfare of all employees, trainees, temporary workers, volunteers and other persons who may be affected by work activities (e.g. visitors, pupils, service users, members of the public, contractors)
- ensure health & safety walks are carried out in their area of responsibility and ensure that any identified remedial actions are completed
- ensure health and safety risks are assessed in their area of responsibility and ensure that all significant risks are adequately controlled.
- record the significant findings of risk assessments and bring these to the attention of those affected where appropriate.
- ensure that accidents and incidents in their area of responsibility are reported promptly, as required by the incident reporting procedure.
- ensure that accidents and incidents (including near misses) are investigated and where possible,

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effective action is taken to prevent a reoccurrence

- ensure that all employees in their area of responsibility receive appropriate health and safety training and they have sufficient knowledge, skills and information to carry out their work safely.

ensure that new staff are given a workplace health and safety induction during their first week at work

- ensure that they and their staff are kept up to date with all relevant health and safety information
- ensure that all employees, trainees, temporary workers and volunteers are supplied with appropriate personal protective equipment and clothing that is fit for purpose and used correctly, where it is required, and are given suitable information, training and instruction on its use, maintenance and storage

All Employees, Trainees, Temporary Workers and Volunteers

All employees, trainees, temporary workers and volunteers have an important part to play in protecting themselves and others. Health and safety responsibilities are based on legal obligations and are subject to the Company's disciplinary procedures. In particular, all employees, trainees, temporary workers and volunteers are required to:

- take reasonable care for the health and safety of themselves and others, who may be affected by what they do or fail to do at work
- co-operate with all managers, supervisors on health and safety matters
- familiarise themselves with, and to act in accordance with, any health and safety procedures that have been issued to them or otherwise brought to their attention
- act in accordance with any safety training, or any verbal safety instructions that have been provided to them
- make full and proper use of any personal protective equipment (PPE) and clothing provided to them, in accordance with instructions or training received.
- report any loss of, or obvious defect in, such PPE to their supervisor or manager
- adopt safe behaviour and avoid interfering with or misusing anything provided in the interest of health, safety or welfare
- report any accident/incident or near miss to their supervisor or manager (to be done on the day of accident/incident or as soon as possible thereafter). This includes reporting any accident/incident involving a non-employee while on company premises or sites or affected by company activities, which comes to their attention
- report to their supervisor or manager any work situation they consider to represent a serious and immediate danger to health and safety, or any matter that they consider to represent a shortcoming in current arrangements for health and safety
- follow any laid down emergency procedures in the event of serious imminent danger, such as emergency evacuations

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