



markone
Interiors Limited
Fitout & Refurbishment Specialist

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Health & Safety at Work Policy and Procedures Manual

**29, Manor Crescent
Woolton
Liverpool
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Dated: March 31st 2010

Safetywise
Solutions Limited



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HEALTH & SAFETY POLICY AND PROCEDURES

PREFACE - PLEASE READ THE FOLLOWING:

The following documentation comprises the Health and Safety Policy and Procedures applicable to MarkOne Interiors. The documentation comprises:-

- Health & Safety Policy Statement
- Health & Safety Procedures - Organisation and Management
- Health & Safety Procedures - General Arrangements

The above documents should be read in conjunction with the Appendices, which will provide guidance and information on a variety of topics. These will include:-

- Specific work arrangements
- Safe Systems of Work to be adopted by company employees.
- Other specific aspects of health and safety management relevant to the Company.

The Health & Safety Policy and Procedures applicable to MarkOne Interiors will be distributed as follows:-

- Managers hold copies
- One set of Policy and Procedures will be held at the Company Offices.
- One set of Policy and Procedures will be available to all employees.

The responsible person for advising Senior Managers on the management function of workplace health and safety and all documentation comprising the Health & Safety Policy and Procedures, as applicable to MarkOne Interiors is: the Appointed Person.

SafetyWise Solutions Limited fulfils the role of Appointment Person under regulation 7(3) of the Management of Health and Safety at Work Regulations 1999



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HEALTH & SAFETY POLICY STATEMENT

MarkOne Interiors Ltd. - Health & Safety at Work etc. Act 1974

1. It is the policy of the MarkOne Interiors Ltd. to achieve and maintain the highest standards of health and safety for all employees. As suppliers of skilled labour at the premises of our clients, the Company acknowledges its special responsibility to ensure the health and safety of company employees off-site and others who may be affected by its' undertakings. Successful health and safety performance is a management responsibility, based on a common understanding of the risks identified and control of the risks through good management. The success of our policy will require a commitment from all employees to the highest standards with regard to health and safety.

2. Our Directors regard successful health and safety performance as a mutual objective for the company and its employees. Our Managers and will seek the active involvement of all employees in maintaining a constant and continuing interest in health and safety matters. Effective control of health & safety is achieved through a co-operative effort at all levels in the Company. The Company will ensure that a direct process of consultation with all employees is entered into in respect of health, safety and welfare issues and the Policy & Procedures adopted by our Company.

3. The Company will do all that is practicable to prevent personal injury and damage to property and to protect everyone from foreseeable health and safety hazards, including the public where they may come into contact with the Company, its activities and its products. Wherever it is reasonable to do so; the Company will implement the established principles of prevention; In particular, the company accepts its responsibilities to:

- Provide & maintain safe, healthy working conditions, taking account of statutory requirements.
- Provide adequate Information, Instruction, Training and Supervision to enable all employees to perform their work safely and responsibly.
- Make available all necessary safety devices and protective equipment and supervise their use.
- Undertake hazard identification on an on-going basis, with the aim of reducing risks at the workplace to the lowest practicable level.
- Ensuring the provision of adequate first aid, medical and welfare facilities.

4. To achieve a safe working environment, all employees have a duty to co-operate in the operation of this Health and Safety Policy and associated procedures. In particular all must:

- Use any and all protective equipment provided and strive to meet all statutory obligations.
- Work safely and efficiently at all times, following the procedures adopted by the Company.
- Adhere to Company rules and procedures as defined from time to time.
- Report incidents and hazards that have led, or may lead to injury or damage.
- Assist in the investigation of accidents, aimed at introducing measures to prevent a recurrence.

5. This Health and Safety policy is applicable to MarkOne Interiors. The allocation of duties and responsibilities for health and safety and the arrangements by which implementation of this policy is to be achieved are set out in the Health and Safety Policy & Procedures Manual. Company Managers hold copies. This Policy and Procedures will be reviewed, to take account of changes in working practices and changes in legislation with regard to health and safety issues.

Mark Kelly (**Managing Director**)

Richard Herron (**Director**) Dated: **31st March 2010**