

## Health and Safety Policy statement

### Health and Safety at Work Act 1974

**This is the Health and Safety Policy Statement of:**

**Integrated Card Solutions Limited**

**Our statement of general policy is:**

- ✓ To provide adequate control of the health and safety risks arising from our work activities
- ✓ To consult with our employees on matters affecting their health and safety
- ✓ To provide and maintain safe plant and equipment
- ✓ To provide information, instruction and supervision for employees
- ✓ To ensure all employees are competent to do their tasks, and give them adequate training
- ✓ To prevent accidents and cases of work-related ill health
- ✓ To maintain safe and healthy working conditions
- ✓ To review and revise this policy as necessary at regular intervals

Signed:



**John Evans**  
Managing Director  
Integrated Card Solutions Ltd

January 2011

Review Date    January 2012



## Responsibilities

1. Overall and final responsibility for health and safety is that of; **John Evans (Managing Director)**
2. Day-to-day responsibility for ensuring this policy is put into practice is delegated to; **Nikki Evans. (Health and Safety Manager)**  
Deputies for day to day responsibility for ensuring this policy is put into practice is delegated to:
  - a. **Dan Squires: Head office** and
  - b. **Roy Batley; Field Service**
3. To ensure health and safety standards are maintained/improved, the following people have the responsibility in the following areas:

**All Employees** to improve and maintain health and safety in ICS Ltd
4. All employees have to;
  - **Co-operate with supervisors and managers on health and safety matters;**
  - **Not interfere with anything provided to safeguard their health and safety;**
  - **Take reasonable care of their own health and safety; and**
  - **Report all health and safety concerns to an appropriate person (as detailed in this policy statement)**

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## Health and safety risks arising from our work activities

Risk assessments will be undertaken by **Nikki Evans (or by an appropriate third party on behalf of ICS)**

The findings of the risk assessments will be reported to, **Nikki Evans , Howard Tucker (Technical Director) or John Evans**

Action required to remove/control risks will be approved by **Howard Tucker, John Evans or Nikki Evans**

**Nikki Evans** will be responsible for ensuring the action required is implemented and will check that the implemented actions have removed/reduced the risks.

Assessments will be carried out every 12 months or when the work activity changes, whichever is soonest.

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## Consultation with employees

Employee representative is; **Nikki Evans**

Consultation with employees is provided by;

**Regular 1:1 meetings or appraisal meetings with team leader/line manager, Annual Company Meeting**

**Or**

**Any time the employee considers there to be a health and safety concern**



## Safe plant and equipment

**Howard Tucker** will be responsible for identifying all equipment/plant needing maintenance

**Howard Tucker** will be responsible for ensuring effective maintenance procedures are drawn up.

**Howard Tucker** will be responsible for ensuring that all identified maintenance is implemented.

Any problems with plant/equipment should be reported to **Howard Tucker**

**Nikki Evans** will check that new plant and equipment meets health and safety standards before it is purchased.

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## Safe handling and use of substances

**Nikki Evans** will be responsible for identifying all substances which need a COSHH assessment.

**Nikki Evans** will be responsible for undertaking COSHH assessments

**Nikki Evans** will be responsible for ensuring that all actions identified in the assessments are implemented.

**Nikki Evans** will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

**Nikki Evans** will check that new substances can be used safely before they are purchased.

Assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.

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## Information, instruction and supervision

The Health and Safety Law poster is displayed at the Naphill office (updated December 2009).

Health and safety advice is available from **Nikki Evans, David Tyler (P4B)** or, or [www.hse.gov.uk](http://www.hse.gov.uk)

Supervision of young workers/trainees will be arranged/undertaken/monitored by **Nikki Evans**

**Nikki Evans** is responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

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## Competency for tasks and training

Induction training will be provided for all employees by **Nikki Evans**

Job specific training will be provided by **Nikki Evans or Howard Tucker or line manager, as appropriate.**

Specific jobs requiring special training are; **Engineers are to be familiar with the hazards associated with Electricity Manual Handling, Working with Asbestos, Working at Height, and Lone Working. Other employees in the logistics equipment Preparation and stores areas are trained in Manual Handling, Working at Heights and, where necessary, Working with Electricity.**

Training records are kept at Head Office, Naphill by **Nikki Evans**

Training will be identified, arranged and monitored by **Nikki Evans**

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## Accidents, first aid and work-related ill health

There are no tasks that ICS Ltd employees carry out that require health surveillance.

The first aid box is kept at Head Office, Naphill. All mobile based employees have a first aid kit within their car.

The appointed first aider is **Terri Saw. Dan Squires** is trained and appointed deputy first aider.

All accidents and cases of work-related ill health are to be recorded on the appropriate forms and investigated by **Nikki Evans, Howard Tucker or John Evans.** Records are kept at Head Office, Naphill and investigated by **Nikki Evans** .

**Nikki Evans** is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

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## Monitoring

To check our working conditions and ensure our safe working practices are being followed, we will

- Carry out regular health and safety inspections of our own premises
- Carry out regular fire inspections
- Regularly accompany engineers to site to ensure our own procedures are adequate and relevant
- Disseminate health and safety information as and when necessary
- Foster a good health and safety culture
- Listen to employees concerns or thoughts

**Nikki Evans or Howard Tucker** are responsible for investigating accidents

**Nikki Evans** is responsible for investigating work-related causes of sickness absences.

**Nikki Evans** is responsible for acting on investigation findings to prevent a recurrence.



## **Emergency procedures – fire and evacuation**

**Dan Squires** is responsible for ensuring the fire risk assessment is undertaken and implemented.

Escape routes are checked by **Dan Squires** every 6 months

Fire Extinguishers are maintained and checked by **Express Fire Protection Ltd** every 12 months

Fire Alarms are tested by **Dan Squires** every month

Emergency evacuation will be tested every 6 months