



## Health & Safety Policy Statement

Malcolm Contracts Ltd provide proficient fencing and landscaping services on both a commercial and private scale. Directors Angus Malcolm and Hamish Malcolm oversee a small group of 6 competent manual workers and an office based staff member.

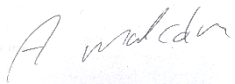
Our company delivers high quality work whilst upholding essential health and safety protocols relating to remote working, personal protection equipment, manual handling and training in plant equipment.

Persons responsible for Health & Safety:

Angus Malcolm

Our Health & Safety Policy is to:

- Prevent accidents and cases of work-related ill health
- Manage health & safety risks in our workplace
- Provide clear instructions, information, and adequate training to ensure employees are competent to do their work
- Provide personal protective equipment
- Consult with our employees on matters affecting their health and safety
- Provide and maintain safe plant and equipment
- Ensure safe handling and use of materials or substances
- Maintain safe and healthy working conditions
- Implement emergency procedures, including evacuation in case of fire or other significant incident
- Review and revise this policy regularly

<b>Signed</b>		<b>Date</b>	13.03.2023
<b>Print Name</b>	<b>ANGUS MALCOLM</b>	<b>Review Date</b>	13.03.2024

## **Responsibilities for Health & Safety**

Overall and final responsibility for health & safety is with Angus Malcolm (Director).

Day-to-day responsibility for ensuring this policy is put into practice is Angus Malcolm, Hamish Malcolm and Joe Malcolm (Directors / Supervisors).

To ensure health and safety standards are maintained / improved, Angus Malcolm, Hamish Malcolm and Joe Malcolm have shared responsibility for the following areas:

- Safety
- Risk Assessments
- Consulting Employees
- Accidents
- First Aid
- Work-related Ill health
- Monitoring
- Accident / Ill-health investigation
- Emergency procedures
- Fire Emergency Plan
- Maintaining Plant machinery & equipment
- Training
- Supervision

All employees should cooperate with supervisors on health and safety matters, take reasonable care of their own health and safety and report all health and safety concerns to either Angus Malcolm, Hamish Malcolm or Joe Malcolm.

## **Arrangements for Health and Safety**

- Relevant risk assessments will be carried out and action taken where required.
- Risk assessments will be reviewed when working habits or conditions change.
- Health and safety induction will be delivered to all staff and subcontractors.
- Appropriate training regarding health and safety related matters will be provided for:
  - o Manual handling
  - o Remote working
  - o First Aid
  - o Plant / machinery use
- We will consult staff on health and safety matters than arise and formally address these at the health and safety review.
- We will ensure safety escape routes are clearly noted and kept clear at all times.
- Evacuation plans are trialled from time to time and updated if required.