

HEALTH & SAFETY STATEMENT

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HEALTH & SAFETY POLICY STATEMENT

Purpose and Scope

Field Support Services Group is committed to providing a safe and healthy working environment for all employees, contractors, visitors, and stakeholders. This safety policy outlines our approach to managing health and safety risks and ensuring compliance with relevant safety regulations.

Responsibilities

- **Employer:** The employer is responsible for providing a safe workplace, ensuring compliance with occupational health and safety regulations, and allocating resources for safety initiatives.
- **Employees:** Employees are responsible for following safety procedures, reporting hazards, and participating in safety training programs.
- **Health and Safety Officer:** The health and safety officer oversees the implementation of safety policies, conducts risk assessments, and ensures continuous monitoring and improvement of safety practices.

Health and Safety Committees

Field Support Services Group will establish health and safety committees comprising representatives from various departments. These committees will meet regularly to discuss safety concerns, review incident reports, and recommend improvements. The safety representative plays a crucial role in communicating safety issues and fostering a culture of safety among staff members.

Risk Assessment

- **Hazard Identification:** Regular inspections and audits will be conducted to identify potential hazards in the workplace.
- **Risk Assessment:** All identified hazards will be assessed for risk, considering the likelihood and severity of potential harm or risk of injury.
- **Risk Control:** Appropriate measures will be implemented to eliminate or control risks, including engineering controls, administrative controls, and personal protective equipment (PPE).

Emergency Procedures

- **Fire Safety:** Fire alarms, fire extinguishers, and evacuation routes will be regularly inspected and maintained. Fire drills will be conducted periodically.
- **Evacuation Plans:** Clear evacuation plans will be displayed throughout the workplace, and employees will be trained on evacuation procedures.
- **First Aid:** First aid kits will be readily available and designated first aid personnel will be trained and certified.

Training and Awareness

- **Induction Training:** All new employees will receive health and safety induction training.
- **Ongoing Training:** Regular safety training sessions will be conducted to keep employees updated on safe work practices and regulatory changes.
- **Awareness Campaigns:** Posters, newsletters, and seminars will be used to promote health and safety awareness.

Documentation

- **Incident Reporting:** All accidents, near-misses, and unsafe conditions must be reported immediately to the supervisor and documented.
- **Investigation:** Incidents will be investigated to determine causes and implement corrective actions.
- **Records:** Records of training, inspections, risk assessments, and incident reports will be maintained for compliance and review purposes.

Review and Compliance

- **Policy Review:** The health and safety policy will be reviewed annually or when significant changes occur in the workplace.
- **Compliance Audits:** Regular audits will be conducted to ensure compliance with health and safety regulations and internal company policies.
- **Continuous Improvement:** Feedback from employees and audit results will be used to continuously improve health and safety practices.

Health and Wellbeing Initiatives

- **Health Programs:** Wellness programs, including fitness sessions, health screenings, and mental health support, will be offered to employees.
- **Ergonomics:** Workstations will be designed to reduce physical strain and promote comfort and productivity.
- **Work-Life Balance:** Flexible working hours and remote work options will be provided to support employees' work-life balance.

Communication

Effective communication is vital for the successful implementation of the Health and Safety Policy. All employees must be aware of the channels available for reporting health and safety concerns and incidents.

Internal Communication:

- **Notice Boards:** Health and safety updates and emergency procedures will be displayed on notice boards throughout the workplace.
- **Email Alerts:** Important health and safety information, including policy updates and training schedules, will be communicated via email.
- **Team Meetings:** Regular team meetings will include health and safety as a standing agenda item to encourage open discussion and feedback.

Reporting Channels:

- **Anonymous Reporting:** Employees can report safety concerns anonymously through a designated system to encourage open communication without fear of retribution.
- **Direct Reporting:** Employees can report concerns directly to their supervisors or the health and safety officer.
- **Incident Reports:** Standardized forms will be used to document and report accidents, near-misses, and unsafe conditions.

Personal Protective Equipment

The provision and use of PPE are critical components of workplace safety. This section outlines the requirements for PPE in various work scenarios and ensures that all employees understand their responsibilities regarding PPE.

- **Provision of PPE:** Field Support Services Group will provide necessary personal protective equipment to employees based on the specific hazards identified in their work environment.
- **Usage Guidelines:** Employees must wear PPE as required by their job functions and follow guidelines for proper use and maintenance.
- **Training on PPE:** Training sessions will be conducted to ensure employees understand the correct use and care of PPE.
- **Maintenance and Replacement:** Regular inspections of PPE will be conducted to ensure it is in good condition. Damaged or worn-out PPE will be replaced promptly.

Health and Safety Audits

Regular audits are essential to ensure compliance with the Health and Safety Policy and to identify areas for improvement.

- **Internal Audits:** The health and safety officer will conduct internal audits periodically to assess compliance with the policy and identify potential risks.
- **External Audits:** Independent auditors may be engaged to provide an objective evaluation of the company's health and safety practices.
- **Audit Reports:** Findings from audits will be documented, and action plans will be developed to address any identified issues.
- **Follow-Up:** Follow-up audits will be conducted to ensure that corrective actions have been implemented effectively.

Mental Health Support

Mental health is an integral part of overall employee well-being. This section outlines the company's commitment to supporting mental health in the workplace.

- **Mental Health Resources:** Field Support Services Group will provide access to mental health resources, including counselling services and employee assistance programs.
- **Awareness Campaigns:** Regular campaigns will be conducted to raise awareness about mental health issues and reduce stigma.
- **Training for Managers:** Managers will receive training on recognizing and addressing mental health concerns among their team members.
- **Supportive Environment:** The company will foster a supportive environment where employees feel comfortable discussing mental health issues and seeking help.

Occupational Health Services

Providing occupational health services is crucial for maintaining a healthy workforce.

- **Health Screenings:** Regular health screenings will be offered to employees to detect and address potential health issues early.

- **Vaccination Programs:** Vaccination programs will be implemented to protect employees from common infectious diseases.
- **Health Monitoring:** Ongoing health monitoring will be conducted for employees exposed to specific occupational hazards.
- **Rehabilitation Services:** Support will be provided for employees returning to work after illness or injury, including rehabilitation programs and reasonable adjustments to their work environment.

Workplace Ergonomics

Ergonomics plays a vital role in creating a safe working environment. Workstations will be designed to reduce physical strain and promote comfort and productivity. Regular assessments will be conducted to ensure that ergonomic standards are maintained.

Safe Systems of Work

Implementing safe systems of work is essential to ensure a safe workplace. This involves establishing safe work procedures for various tasks and ensuring that employees are trained and competent in these procedures. Regular reviews and updates will be conducted to adapt to changes in work practices or new safety issues.

Compliance with Safety Rules

Employees are expected to adhere to all safety rules and regulations established by the company. Non-compliance may result in disciplinary action, including warnings, suspension, or termination, depending on the severity of the violation.

Safety Equipment

The company will provide all necessary safety equipment to ensure a safe working environment. This includes fire extinguishers, first aid kits, and other essential safety gear. Employees are responsible for using and maintaining this equipment properly.

Safety Program

The company will implement a comprehensive safety program that includes regular safety training, risk assessments, and continuous monitoring of safety practices. This program aims to foster a culture of safety and ensure ongoing improvement in health and safety standards.

Disciplinary Action

Failure to comply with health and safety policies and procedures may result in disciplinary action. This can range from verbal warnings to termination, depending on the nature and severity of the violation.

The goal is to ensure accountability and promote a culture of safety.

By adhering to this Health and Safety Policy, Field Support Services Group aims to create a safe, healthy, and productive work environment. Employees are encouraged to take reasonable care of their own health and safety and that of others, report any safety issues promptly, and participate actively in the company's safety program.

Together, we can ensure a free workplace from hazards and promote the wellbeing of all staff members.