

MTwo Building Services Ltd

HEALTH AND SAFETY POLICY

INTRODUCTION

This policy document clarifies the systems of the health and safety management that are to be implemented by the company to fulfil their duties under health and safety legislation.

This policy is prepared in accordance with section 2(3) the Health and Safety at Work etc. Act 1974, with the intention of promoting a safe place of work and healthy working environment that will, so far as is reasonably practicable, ensure the safety and health of all employees and other persons affected by their activities and to enable compliance with legislation.

A safe place of work and safe systems of work can only be achieved with the co-operation of employees and management with a determination to promote and maintain a strong safety culture in all areas of operational undertakings.

This document sets out the aims of the company, details the organisation that will manage and promote their objectives, together with the arrangements considered necessary to inform and guide personnel in achieving a good health and safety culture.

For ease of reference the policy documentation consists of the following sections:

- Section 1 Policy Statement
- Section 2 Organisation
- Section 3 Arrangements
- Section 4 Monitoring Health & Safety

Supported by:

- Procedural Guidance Notes
- Operational Guidance

together with health and safety booklets for

Managers, Supervisors, Site Personnel, Office personnel and Contractors

The content of the company policy and supporting documentation will be brought to the attention of all personnel when joining the company and copies of the booklets provided for their personal guidance the contents of which they must become conversant.

Any matters that are not clear to personnel are to be brought to the attention of senior management for explanation so as to enable personnel to undertake their activities in compliance with the provisions contained therein.

Where requisite, the assistance of the company's health and safety advisors will be sought to provide any necessary clarification, instruction and support.

THE PROVISIONS OF THIS DOCUMENT ARE IMPORTANT TO PERSONAL SAFETY AND HEALTH WHILST AT WORK

THEREFORE, IT IS ESSENTIAL THAT IT IS READ AND UNDERSTOOD

MTwo Building Services Ltd

SECTION 1

HEALTH AND SAFETY

SECTION 1

POLICY STATEMENT

The management of **MTwo Building Services Ltd** recognise the importance of proficient health and safety management and is committed to the prevention of injury and ill health and to ensure the health, safety and welfare of their employees whilst at work and others affected by their activities.

In addition, management is conscious of the need to ensure that systems of management are employed that will enable the continual improvement of its operational standards with regard to health and safety.

To achieve its objectives the company has developed its occupational health and safety management system to accommodate to the recommendations of HS(G)65 BS 8800 and BS 18001 which incorporates the OH&S policy, Planning, Implementation and monitoring and corrective action together with continual review and improvement.

In meeting its commitment the company will, so far as is reasonably practicable comply with the requirements imposed by the Health and Safety at Work Act etc. 1974, together with other relevant legislation and regulations, together with the Approved Codes of Practice, and:

- provide and maintain equipment and ensure working practices that are safe and without risk to health;
- ensure the correct use, handling, storage and movement of substances and articles at work that are safe and without risk to health;
- provide necessary information, instruction, training and supervision;
- provide and maintain a safe place of work and ensure safe access to and egress from that place of work together with competent supervision;
- provide a working environment that is safe and without risk to health together with suitable welfare facilities;

This policy is communicated to employees who are made aware of the obligations placed upon them.

Copies of this policy will be provided to all employees at induction and copies will always be made available for reference at company offices.

Risks associated with all the activities of the company will be assessed to enable safe working practices to be devised, which will be regularly reviewed.

Activities undertaken by of the company will be monitored to ensure compliance with the company management system, recommended safe working practices and relevant health and safety legislation.

Where required, health surveillance will be provided.

MTwo Building Services Ltd

SECTION 1

HEALTH AND SAFETY

SECTION 1

POLICY STATEMENT

Consultation on matters affecting health and safety will be undertaken with employees to ensure effective methods of working are developed compatible with the provisions of this policy and the capabilities of employees.

Employees are required to bring to the attention of senior management any health and safety matters relating to the undertakings of the company that they consider inadequate or expose themselves or other persons to risk.

All employees have a duty to co-operate with management and to conform to the provisions of this Health and Safety Policy so as to assist the company to meet its statutory obligations.

Every employee must take all due care to safeguard not only their own health and safety but also that of other persons that may be effected by their acts or omission to act.

All employees are advised that it is an offence for any person to recklessly or intentionally interfere with or misuse anything provided in the furtherance of health, safety or welfare. Any such act is a criminal offence that can result in the prosecution of the company and/or the employee with heavy penalties upon conviction.


Adequate resources, including financial, personnel, office support, equipment etc. will be provided to ensure that suitable provision is made to manage health and safety matters and to enable compliance with the requirements imposed by legislation.

To enable this policy to be carried out responsibilities are assigned to designated personnel throughout the organisation.

Competent persons are employed within the company to assist in the management of health and safety and where required, external advisors are engaged to provide competent support to enable the company fulfil its duties.

This policy will be reviewed annually and amended as required to take account of new legislation and improved working practices and brought to the attention of all personnel.

Robert Miller and Scott Miller are jointly the directors responsible for the implementation of health and safety and environmental matters with regard to the company's undertakings.

Signed: 
Robert Miller
Director

Signed: 
Scott Miller
Director

Date: April 2013

MTwo Building Services Ltd

SECTION 1

ENVIRONMENTAL POLICY

SECTION 1

POLICY STATEMENT

MTwo Building Services Ltd recognises the importance and need for the development of operational practices that will contribute towards an improved environment. The company will conform to the requirements of the Environment Protection Act 1990 and pursue environmentally responsible and eco-efficient methods of operating to promote improved standards of working, whilst maintaining the highest quality production. In order to achieve its objectives the company will:

- Comply with or improve upon the standards required under relevant legislation.
- Give full co-operation to statutory bodies administering environmental legislation.
- Ensure that management personnel familiarise themselves with the requirements of relevant legislation.
- Provide instruction to all personnel to enable them to contribute towards the implementation of this policy.
- Evolve an appropriate environmental management system (EMS).
- Plan undertakings, set objectives and targets for environmental improvements.
- Ensure that environmental issues are considered in the decision making process.
- Endeavour to ensure that its contractors contribute towards our company's environmental objectives.
- Ensure that noise is reduced to a practicable minimum.
- Ensure that potential polluting releases into the environment, where practicable, are eliminated, minimized or controlled to reduce the detrimental impact on the environment.
- Monitor the use of natural resources utilised by the company to ensure they are used as efficiently as is practicable.
- Ensure that raw materials and waste products are managed effectively so as to minimise possible adverse effect on the environment.
- Consider environmental criteria when purchasing new plant, construction materials and products to ensure they will be acceptable to the company and its customers.

MTwo Building Services Ltd

SECTION 1

ENVIRONMENTAL POLICY

SECTION 1

POLICY STATEMENT (continued)

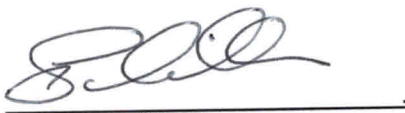
- Ensure that waste products are disposed of in accordance with the requirements imposed by legislation and best practice.
- Wherever practicable, seek to enhance waste re-use, recycling and the use of recycled materials in accordance with construction and quality standards.
- Consider the concerns of local communities and other interested parties.
- Ensure the efficient use of resources, energy and fuel throughout company operations.
- Provide necessary resources to ensure the effective implementation of this policy.
- Periodically review this policy to ensure that it continues to reflect the requirements and expectations of society and that it meets the requirements of legislation.
- Conduct regular environmental audits.
- Continue to improve upon company policies and procedures in order to maintain levels above those required by legislation.
- Ensure at all times that the company's environmental policy is available within the public domain.

Robert Miller and Scott Miller jointly will, in respect of its undertakings, endeavour to co-operate with clients and regulatory bodies and other interested parties in the common objective of improving the working and general environment.

Signed: 

Designation: *Robert Miller*
Director

Date: April 2013

Signed: 

Designation: *Scott Miller*
Director

MTwo Building Services Ltd

SECTION 1

SMOKE FREE POLICY

SECTION 1

POLICY STATEMENT

This policy has been developed to protect all employees, service users, customers and visitors from exposure to second hand smoke and to assist compliance with the Health Act 2006.

Exposure to second hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does NOT completely stop potentially dangerous exposure.

It is the company policy that ALL our workplaces are smoke free, and all employees have a right to work in a smoke free environment. Smoking is prohibited in all enclosed and substantially enclosed company premises and workplaces. This includes company vehicles. This policy applies to all employees, consultants, contractors, customers or members and visitors

All company personnel are obliged to adhere to, and support the implementation of this policy. The person named below shall inform all existing company personnel, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. A copy of this policy will be given to all new personnel on recruitment/induction.


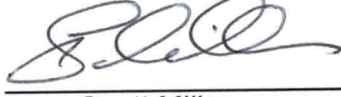
Appropriate 'No Smoking' signs will be clearly displayed at the entrances to and within the premises, and in all smoke free vehicles.

Company disciplinary procedures will be followed if a member of the company does not comply with this policy.

Non compliance with the smoke free law is a criminal offence and enforcement is by the local authority. Those persons who do not comply may be liable to a fixed penalty fine and possible criminal proceedings.

The company urges smokers to take steps to give up smoking by taking advantage of the services offered by the NHS. This can be achieved by visiting gosmokefree.co.uk or calling the NHS Smoking Helpline on 0800 169 0 169 for details. Alternatively you can text 'GIVE UP' and your full postcode to 88088 to find your local NHS Stop Smoking Service.

Robert Miller and Scott Miller have the overall responsibility for the implementation and review of this policy.

Signed:  Signed: 
Designation: *Robert Miller* Designation: *Scott Miller*
Director *Director*

Date: April 2013