



Health and Safety Policy

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About Subvision

Subvision Surveys is a niche provider of professional surveying services to Utilities, Asset owners and to the construction industry.

Contact Details

Contact	Details
Company	Subvision Surveys Ltd
Contact	James Hook
Position	Director
Phone	07817 440 724
Email	James.hook@subvisionsurveys.co.uk
Address	Mapline House, 14 Bull Lane, Rayleigh, Essex, SS6 8JG



1. Introduction

Subvision Surveys Ltd believes that its employees are its most valuable resource and that their health, safety and welfare is of paramount importance.

Subvision Surveys Ltd Limited recognises health and safety as an integral part of its business performance by reducing workplace injuries and ill health, protecting the environment and reducing unnecessary losses and liabilities, and considers the successful management to be a key management objective.

Subvision Surveys Ltd Limited is committed to:

Compliance with all legislative and regulatory requirements

The provision and maintenance of all plant, work equipment and safe systems of work

The safety and absence of risk to health in connection with the use, storage and transport of articles and substances

- The provision of suitable information, instruction, training and supervision
- A safe place of work, together with suitable means of access and exit
- The provision of emergency arrangements and facilities
- Continual improvement in all areas of health and safety management.

All employees are required to take reasonable care for their own health and safety and of others who may be affected by their actions or omissions, and cooperate with Subvision Surveys Ltd Limited to ensure compliance with all legislative requirements and standards.

All business functions, sites and employees are expected to carry out their duties within the context of Subvision Surveys Ltd Limited's commitment to achieving high standards of health and safety in the workplace.

The Subvision Surveys Board is committed to developing a culture that supports the management of health and safety at all levels and shall ensure the necessary financial and physical resources, the competency of its employees and the provision of any necessary expert advice in order to support the health and safety policy.


2. Health and Safety Policy

This is the statement of general policy and arrangements for:

Overall and final responsibility for health and safety is that of:

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:


Subvision Surveys Ltd Limited
James Hook
James Hook

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements		
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	James Hook Managing Director	Relevant risk assessments completed and actions arising out of those assessments are implemented. Risk assessments are reviewed on an annual basis.		
To provide adequate training to ensure employees are competent to do their work	James Hook Managing Director	Staff are given the necessary Health and Safety Induction and are also provided with appropriate training. Appropriate training will also be provided for all employees who work remotely from the office.		
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	James Hook Managing Director	Staff are routinely consulted on Health and Safety matters as they arise, but also formally consulted at regular Health and Safety Performance Review meetings.		
To implement emergency procedures - evacuation in case of fire or other significant incident.		Escape routes are well signed and kept clear at all times. Evacuation plans are tested every months with a full building evacuation carried out. All fire alarms are tested every		
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances		Toilets, washing facilities. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects		
Health and safety law poster is displayed:	Reception			
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)	Reception			
Signed: (Employer)		Date:	1 st April 2021	
Subject to review, monitoring and revision by:	James Hook	Every:	12 months	Subject to review, monitoring and revision by: J Hook

3. Risk Assessment

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Slips and trips	Staff and visitors may well be injured if they trip over objects or slip on spillages,	All areas are well lit, this includes all exits. No cables routed along floor. Office cleaned regularly. Car parks and external walkways have grit provided for icy conditions.	Immediate attention required to clean/remove spillages. Ensure grit supplies are readily available.	All staff Building Manager	Continuous Continuous	01/02/21 01/03/21
Fire	Staff and visitors may be harmed or burnt	Fire Extinguishers places on walls at various points along all corridors and in the office. Fire exits clearly marked Six monthly fire drills are carried out whereby the building must be evacuated. Each office and conference room has plan showing fire exits. When fire alarm is activated, everyone must vacate the building via the nearest exit and meet at the designated Fire Assembly Points which are in the front car park. Next due Dec 2012 Fire Marshalls must find the official Fire Warden of the building and confirm that all employees/visitors to their company have vacated the premises. Each office (where required) and all common areas are fitted with smoke detectors which are maintained every quarter by Chubb Fire and Security. Each visit by the Chubb engineer is logged.	Fire extinguishers are maintained by Chubb Fire and Security on an annual basis. Date of last test July 2018 Weekly fire test carried out and logged accordingly. Fire alarm is linked to BT Redcare and remote monitoring station who automatically call the Fire Brigade if alarm is activated. Evacuation time required is 3 minutes or less. Smoke detectors are tested each year.	Building Manager	Continuous	01/03/21

Heavy Office Equipment	Staff risk injuries or back pain from handling bulky objects.	Heavy objects are only moved using trolley's, all staff are encouraged to assist anyone who is lifting large/heavy objects.	Remind/warn staff that when they are attempting to lift any large/heavy objects that they should be using a trolley.	All staff	Continuous	01/03/21
Computer Monitors	Staff risk headaches or sore eyes from prolonged use of computer monitors.	Ensure lighting conditions are adequate. Encourage staff to take breaks from their monitor if using it for prolonged periods.	Encourage staff to take breaks away from their computers.	Management	Continuous	01/03/21
Electrical	Staff and visitors may be harmed if an electrical appliance develops a fault	All electrical equipment is PAT tested on an annual basis. Five year fixed appliance testing was carried out in 2010 under the Electricity in the Workplace Regulations 1989.	Regular testing of appliances needs to take place.	Management Building Manager	Annually	15/03/21

Signed: (Employer)		Date:	01 st April 2021	
Subject to review, monitoring and revision by:	James Hook	Review Date:	1 st March 2022	Sooner if work activity changes