



NCS HSE Policy
Statement &
Responsibilities



NCS Office Holdings Limited (NCS) recognises and accepts its responsibility as an employer for providing a safe, healthy workplace and work environment for its employees and others (contractors, visitors, and the public) that may be affected by its work. NCS as the Employer undertakes to comply with all statutory health and safety requirements.

Our general intent: -


- 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 ensure safe handling, storage and use of substances;
- To provide information, instruction and supervision for our employees;
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- To provide safe systems of work:
- To prevent accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals.



Use of Reasonably Practicable Means

NCS intends to adopt all reasonably practicable means to eliminate hazards and reduce the risks of injury to its employees and others (visitors, contractors and members of the public), and the risk of damage to its property. The Company will ensure that resources are made available to provide: -

- Plant, equipment and systems of work that are safe and without risks to health and the environment;
- Safe arrangements for the use, handling, storage and transport of articles and substances;
- A safe place of work with safe access to it and safe egress from it;
- A healthy working environment;
- Adequate welfare facilities and arrangements;
- Sufficient information, instruction, training and supervision to ensure all employees are aware of the hazards at their workplace together with the necessary measures to be taken to protect against these hazards;
- A monitoring, inspection and auditing procedure to ensure the effective management of health and safety throughout the Company; and
- To encourage the co-operation of the employees.

Signed: 

Next Review Date: 12/1/19



Health and Safety Responsibilities & Arrangements

Under the Health and Safety at Work Act 1974, employers have responsibility for the health, safety and welfare of all their employees and others, including visitors and contractors who may be affected by their work activities. Employees also have responsibilities for their own health and safety and that of others who may be affected by their actions or omissions. This section details the health and safety responsibilities for key personnel within NCS Ltd.

This policy will be interpreted in the sense of a sole trader, where the owner is currently the only employee. It will apply in the broadest sense if the Company employs others.

Managing Director Key Responsibilities:

- To comply with the regulations under the Health and Safety at Work etc. Act 1974
- Authorising/signing the Health and Safety Policy Statement for NCS and ensuring its effective implementation
- The health, safety and welfare of staff at NCS.
- Ensuring that a general assessment of health and safety risks is undertaken and reviewed in accordance with the requirements of the Management of Health and Safety at Work Regulations 1999.
- Ensuring that risks identified are reduced to an acceptable level
- Providing a safe and healthy working environment, with adequate amenities i.e. welfare facilities.
- Ensuring provision of safe machinery, equipment and appliances which are maintained and in good working order.
- Ensuring safe methods of handling and storage of hazardous material i.e. COSHH exist
- Ensuring health and safety is a set item on the agenda at meetings, provide adequate staff, and arrange for sufficient funds and resources to meet the requirements of the policy.
- Providing adequate means of safe access and egress to their place of work.
- Ensuring appropriate and adequate training/supervision for all employees.
- Encouraging all employees to work in a safe manner at all times to set a good and personal example.



- Ensuring all employees discharge their duties and responsibilities satisfactorily and to take the necessary action if an employees fails in his or her duty.
- Ensuring the risk of injury and damage to the health of all persons affected by the Company's operations i.e. prevention of fire, VDU, manual handling is minimised by implementing procedures for risk assessments and by effective management of Health and Safety.
- Arranging for procedures to be implemented for the carrying out of risk assessments and safe working methods, recording of these assessments and procedures, ensuring that all employees are made aware of them and to take whatever steps may be necessary to comply with them.
- Ensuring that all accidents/incidents are reported / investigated.
- Ensuring so far as is reasonably practicable that all staff receive appropriate training and instruction.
- Seek advice and assistance on health and safety issues from a qualified competent advisor where required.



Directors Supervisors, Managers Key Responsibilities:

- Read, understand and follow NCS Health and Safety Policy advising on, or recommend amendments where necessary, to ensure that current safety requirements are met.
- Cooperate within the Company in identifying any training needs and ensure that he/she or any future individuals are given the opportunity to undertake training.
- Bring to the attention of Managing Director any failure to comply with policy standards that requires their action
- Carry out periodic safety inspections of areas under his/her control, to ensure the implementation of the Company's Health and Safety Policy, safety codes and procedures in areas under his control, including any safety-performance standards.
- Ensure that appropriate risk assessments are carried out and safe systems of work are drawn up and implemented for areas and activities under their control.
- Ensure that remedial actions arising from safety inspections, audits, walkabouts, or following accidents/incidents, are completed in areas under his/her control.
- Report ALL accidents involving injury to persons or damage to property and other dangerous occurrences and near misses to Managing Director as soon as possible after the occurrence.
- Ensure that accidents and dangerous occurrences in his area of control are properly investigated and resulting actions or lessons learned are properly acted upon.
- Ensure he/she and all future employees discharge their duties and responsibilities satisfactorily and to take the necessary action if any employee fails in his or her duty.
- Ensure that the emergency plans for his/hers areas of responsibility are prepared and kept up-to-date.
- Ensure that any individual under his/her control has the opportunity to contribute to discussions on Health and Safety matters.
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- Ensure that such sub-contractors that are employed are competent and that health and safety aspects of the work carried out by contractors on behalf of the Company are properly managed in areas under their control.
- Actively promote safe working practices and take a positive attitude to safety and to set a good personal example at all times.
- To keep health and safety as primary items on the agenda at any meetings and make suggestions for improving health and safety.
- Seek advice and assistance on health and safety from a qualified competent advisor where required.



All Employees/Sub Contractors/Clients Key Responsibilities:

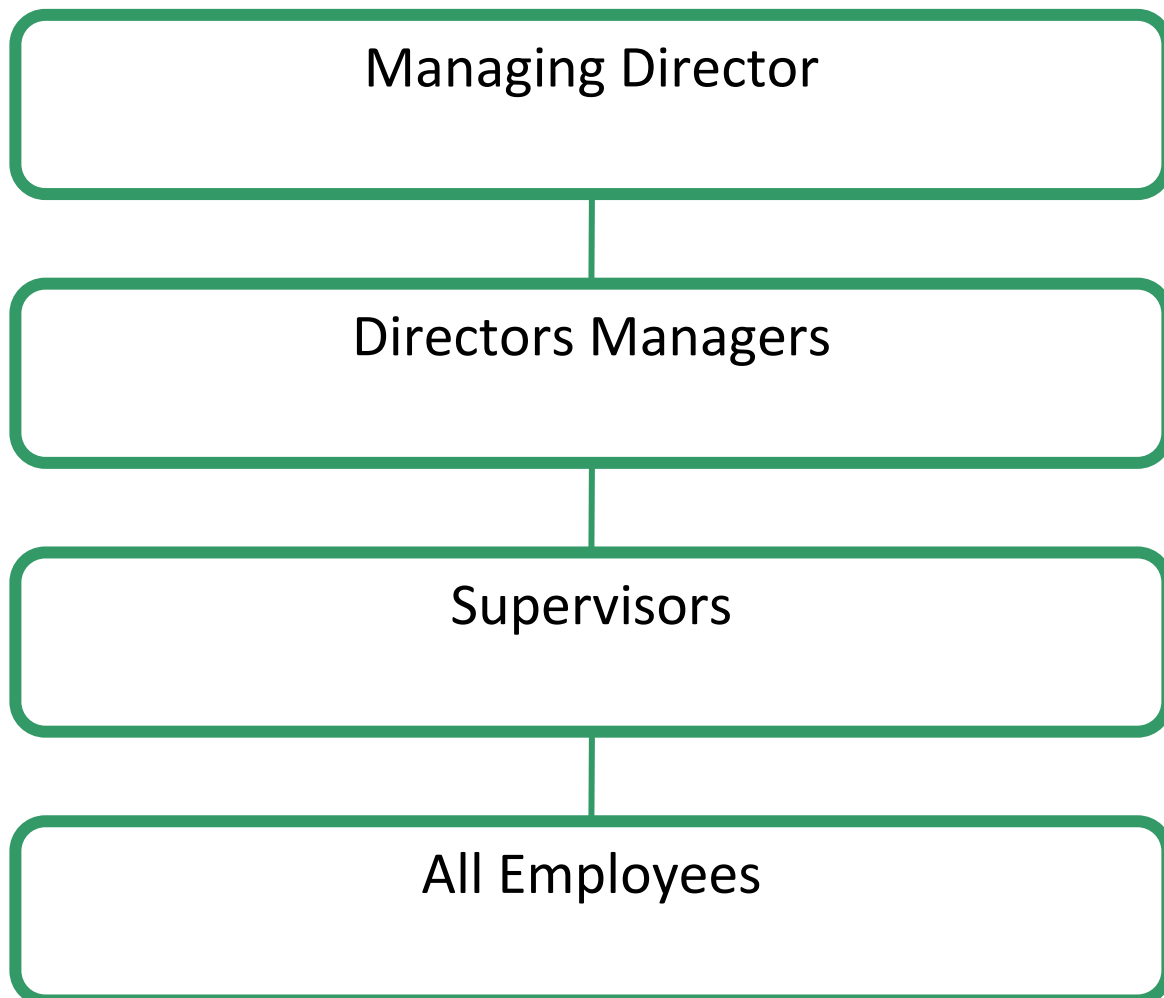
With the support of Line Management/Supervision:

- Be aware of the responsibilities of NCS under the Health and Safety at Work, Etc. Act 1974, and of personal responsibilities for health and safety.
- To co-operate with management in the preparation of risk assessments and the preparation and introduction of safe systems of work, the investigation of accidents, in training programmes and the achievement of any health and safety targets.
- Be familiar with, and comply with the Company's Health and Safety Policy, any safety codes, procedures, or safe systems of work.
- To report all potential hazards and risks to the Managing Director, Directors, supervisor or managers.
- To report to their supervisor or manager any accident, dangerous occurrence or near-miss in which they were involved, or are aware of having taken place at their place of work, or any query regarding a health and safety issue or document.
- To make suggestions for improving health and safety at meetings where health and safety is on the agenda.
- To use substances, operate plant and equipment in accordance with the information, training and instruction given.
- To contribute to NCS doing everything that is reasonably practicable to safeguard the health and safety of its employees and that of others who may be affected by its activities.
- Ensure that, where personal protective equipment is specified and issued for a particular activity, it is used and maintained in the appropriate manner.



Health & Safety Risk Management

The chart below shows NCS's Health and Safety Framework;





Communication & Consultation Health and Safety Issues

The chart below shows the flow information and consultation within NCS;

