

Health and Safety Policy 2009/2010

1.1 SAFETY POLICY STATEMENT AND COMMITMENT

The Company will require all personnel to work in accordance with the relevant statutory provisions, abiding to the Defence Estates Safety, Rules and Procedures 09 and all reasonably practicable measures taken to avoid risk to its employees or others who may be affected.

Management and Supervisory staff has the responsibility for implementing this plan throughout the company and must ensure that health and safety considerations are always given priority in planning and day to day supervision of work.

All employees are expected to co-operate with the company in carrying out this plan and must ensure that their own work, so far as is reasonably practicable, is carried out without risk to themselves or others.

The company have appointed Mr Paul Campbell GMIOSH, Company Health & Safety Manager, as having particular responsibility for health, safety and welfare and to whom reference should be made in the event of any difficulty arising in the implementation of this plan.

The operation of this plan will be monitored by the management and staff of the company. The Safety Manager will assist them in this respect by giving advice on the requirements of the relevant statutory provisions, the setting up of safety management systems and safety matters generally, by providing information and training and auditing compliance.

The Company will endeavour to achieve best practice by ensuring continuous improvement.

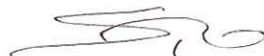
This statement of company policy will be available at all sites and workplaces for inspection as required. It will also be made available to any employee, sub contractor or client.

Responsible for Safety Health and Welfare

Date 10.01.09

Managing Director - Mr Stewart Thomson

Signature:





P E N D R I C H
HEIGHT SERVICES LIMITED



INVESTOR IN PEOPLE

1.0 ENVIRONMENTAL POLICY STATEMENT

Pendrich Height Services Ltd is a professional and environmentally conscious organisation, which acknowledges the impact that our operations may potentially have on the environment. The clear objective of Pendrich Height Services Ltd is to minimise any impact on the environment by:

- Preventing pollution, reducing waste and ensuring, wherever practicable, that measures are implemented to protect and preserve natural habitats, flora and fauna
- Considering the effects that our operations may have on the local community
- Taking action to eliminate or reduce, as far as practicable, any potentially adverse environmental impacts
- Promoting environmental awareness amongst our suppliers, contractors and partners by implementation of operational procedures
- Seeking to work in partnership with the community by behaving in a considerate and socially responsible manner
- Ensuring effective and expedient incident control, investigation and reporting.
- Ensuring conformance to the Defence Estates Safety, Rules and Procedures 07


Managerial and supervisory staff has responsibilities for the implementation of the policy and must ensure that environmental issues are given adequate consideration in the planning and day-to-day supervision of all work.

Pendrich Height Services Ltd will fully comply with the duties placed upon it within the requirements of legislation, whilst at all times complying with, as a matter of best practice, the requirements and duties set out within Approved Guidance as issued by the Environment Agency and other organisations. As part of the company's commitment to maintaining the highest levels of environmental management, it is the intention that the company will work towards environmental management systems compliant with ISO14001.

All employees and sub-contractors are expected to co-operate and assist in the implementation of this policy, whilst ensuring that their own works, so far as is reasonably practicable, are carried out without risk to themselves, others or the environment. This includes co-operating with management on any environment related matter.

Pendrich Height Services Ltd will take all practical steps to ensure that potential hazards and risks to the environment are identified and that suitable and effective preventive and control measures are implemented. All employees will be provided with the necessary resources, equipment, information, instruction and training to fulfill the requirements of this policy.

The directors have overall responsibility for all environmental matters. The operation of this policy and the associated procedures will be monitored and reviewed on a regular basis to ensure that they remain current and applicable to the company's activities. This policy has been endorsed by the board of directors which gives its full support to its implementation.

Signed: 

Date: 10/01/2009

Mr. Stewart Thomson
Director responsible for Health Safety and Welfare





P E N D R I C H
HEIGHT SERVICES LIMITED

PENDRICH HEIGHT SERVICES Ltd

TRAINING POLICY

As part of our commitment to Investment in our People we pledge that:

- All staff will be provided with the current Company Mission.
- All staff will be provided with the Organisational Objectives.
- All staff will be involved in the company training programme in order to develop their skills and potential.
- A training budget will be allocated in line with company policy.
- A formal induction will be provided for all employees.
- All staff will be entitled to an annual appraisal, and outcomes will be handled in a confidential manner – all documentation to be held in locked staff files.
- A Company Training Plan will be put into place as a result of the appraisals, the needs will be prioritised (to agreed criteria) in order to achieve business objectives.
- The Company undertakes to adhere to government legislation i.e. Health and Safety, Equal Opportunities, Environmental.
- Training will be linked to external standards, including NVQ's, where appropriate.
- There is designated training co-ordinator for the company and all enquiries regarding training requirements and bookings should be raised with him/her.
- The Company will support employees by providing resources (in line with company policy), time – enabling them to be made available for required training events, and support time for internal training.
- A succession policy will be implemented.
- An annual skills audit will be carried out.
- New posts will be advertised on the company notice boards.


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Stewart Thomson
Managing Director
10/01/2009

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PENDRICH HEIGHT SERVICES LIMITED

QUALITY POLICY

It is the policy of the Company to provide outstanding quality and efficiency in the construction industry, thus ensuring long term customer satisfaction and loyalty.

This goal is achieved by all employees combining their efforts and developing their skills to the maximum benefit of the business and our customers.

This policy is implemented by:

- Commitment to professionalism and pride in our business
- Commitment to understanding our market in terms of application development, customer needs and our competitiveness
- Commitment to investment in research and development to anticipate customer needs and exceed expectations
- Commitment to using the best construction techniques, both on site and in the office
- Commitment to the observance of safe working practices in all workplaces at all times
- Commitment to the training and development of all employees so that they may fulfil their aspirations, meet the needs of the business, and work together as a team for the common good

The Company achieves these aims by following a quality assurance system, which meets the applicable requirements of BS EN ISO 9001-2000 and all members of management and staff must comply with them and abide by the Defence Estates Safety Rules and Procedures.



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Stewart Thomson
Managing Director
5th January 2009

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