

Health and Safety policy of UK MARINE SURVEY LIMITED

General statements of intent

1. The business intends to provide and maintain safe premises and healthy working environments.
2. It intends to assess risks effectively and apply measures to control them. It aims to provide and maintain safe plant, equipment and associated operating procedures.
3. It intends to identify substances that are potentially hazardous to health and make sure arrangements are made to control the risks they pose.
4. It intends to provide information, instruction, training and supervision, to ensure everyone is able to carry out their work safely. These provisions will be refreshed periodically or when anything that could affect Health and Safety changes significantly.
5. It intends to involve and consult with worker representatives on Health and Safety issues.
6. It intends to investigate accidents, incidents and cases of work-related illness, so it can identify and put right any shortcomings in its Health and Safety management processes.
7. It intends to have effective arrangements in place to deal with injuries and reduce the effects of any incidents that could result in injury, ill health or damage to the environment.
8. It intends to make sure information on Health and Safety issues is shared across the business.
9. It intends to set targets for continuous improvement in Health and Safety performance, make sure resources are available to help it deliver those targets, and review its Health and Safety policies and procedures at least once a year.

General information

1. The business employs less than five (5) employees. Its sole place of business is: NE34 0 AB.
2. The business is compliant with the Employers' Liability (Compulsory) Insurance Regulations 1998 and is displaying copies of its Certificate of Insurance at its place of business.

Organisation of Health and Safety responsibilities within UK MARINE SURVEY LIMITED

Everyone within UK MARINE SURVEY LIMITED has a responsibility for ensuring that the business operates safely. Specific responsibilities are listed below.

1. The senior management through SARDAR KABIR will ensure that there are effective policies, codes of practice and instructions to staff for health, safety and welfare, issued on behalf of the business, for all workers in the business whether employed, self-employed or contractors working on site.
2. The senior management through SARDAR KABIR has delegated the day-to-day responsibilities for Health and Safety to M. RAHMAN who has the following specific responsibilities:
 - 2.1. M. RAHMAN is to ensure that the business is given current information regarding Health and Safety legislation.
 - 2.2. M. RAHMAN is to assist SARDAR KABIR in identifying the business's responsibilities and to initiate and advise on amendments to the Health and Safety policy, Codes of Practice and any safety instructions.
 - 2.3. M. RAHMAN shall disseminate information on health, safety and welfare within the organisation as appropriate.

- 2.4. M. RAHMAN shall be the custodian of the business's Health and Safety records.
 - 2.5. M. RAHMAN shall co-ordinate the business's Health and Safety audits and inspections/risk assessments and supervise the general administration arising from Health and Safety matters.
 - 2.6. M. RAHMAN shall arrange for workers' safety representatives to be appointed (where appropriate) and trained, and shall ensure that they perform their duties satisfactorily.
 - 2.7. M. RAHMAN shall ensure that records are kept of the business's activities in respect of:
 - 2.7.1. Training given to all workers (including safety representatives);
 - 2.7.2. Copies of all inspection/audit and risk assessment reports; and
 - 2.7.3. Accident/incident reports and statistics.
 - 2.8. M. RAHMAN shall compile the following for SARDAR KABIR:
 - 2.8.1. An annual report on the state of Health and Safety within the business which shall give an overview of the training of workers, any repairs and maintenance that are required in the interests of Health and Safety, recommendations on procedures that need to be introduced to comply with current and forthcoming Health and Safety legislation and accident statistics for the business.
 - 2.9. M. RAHMAN will ensure that workers' reports are completed where accidents and incidents occur, that appropriate entries are made in the accident book and that when required, the accidents/incidents are reported to the appropriate enforcing authority.
 - 2.10. M. RAHMAN will arrange Health and Safety training courses for all workers (where appropriate) including induction training.
 - 2.11. M. RAHMAN will liaise with the fire authorities, environmental health officers, and other official bodies as appropriate.
 - 2.12. M. RAHMAN will arrange for the testing and inspection by a competent contractor, of fire alarms, fire fighting appliances, and emergency lighting within the business areas. Records will be kept of those tests and inspections.
 - 2.13. M. RAHMAN will monitor the safety performance of the business as a whole by monitoring the accident books, the use of first aid facilities, the length of time that is taken before action is taken on repairs and maintenance, and reports from enforcement authorities, safety representatives and Health and Safety advisers.
 - 2.14. M. RAHMAN will monitor the appointment of contractors to perform work for the business, and will ensure, by reference to materials supplied by the contractors in respect of Health and Safety enquiries, that they are competent to carry out the work. During the period that the contractors are on the premises, M. RAHMAN will continue to monitor the work of those contractors by liaison with the person to whom the contractors are to report.
 - 2.15. M. RAHMAN will ensure that risk assessments are performed, reviewed, and recorded as required by legislation.
 - 2.16. M. RAHMAN will arrange for occupational health medical examinations to be undertaken where necessary.
3. All workers have the following responsibilities:
- 3.1. To read and understand this Health and Safety policy and to perform their work in accordance with the requirements of this document;
 - 3.2. To read and understand any Codes of Practice and any safety instructions that are issued from time to time, and to perform their work in accordance with the requirements of those documents; and
 - 3.3. To comply with Section 7 and Section 8 of the Health and Safety at Work etc Act 1974 in respect of their work and in particular:
 - 3.3.1. To take care of their own Health and Safety and that of others who may be affected by their acts or omissions;
 - 3.3.2. To co-operate with the employer to enable the business to comply with any legal duty or requirement placed upon it or its workers;

- 3.3.3. Not to recklessly or intentionally interfere with anything provided in the interests of Health and Safety;
- 3.3.4. To work in a safe manner and not take unnecessary risks that could endanger themselves or others;
- 3.3.5. Where possible, to remove hazards or protect persons, as far as is reasonably practicable;
- 3.3.6. To follow laid down procedures and report to their line manager:
 - 3.3.6.1. Any injury to themselves or others caused by work activities;
 - 3.3.6.2. Any hazards that they find;
 - 3.3.6.3. Any damage or defect to equipment, machinery, etc;
- 3.3.7. To suggest ways of improving the Health and Safety policy and working methods, to their immediate line manager;
- 3.3.8. To ensure that equipment is kept in good condition, and use the correct equipment for the task to be undertaken;
- 3.3.9. Not to use equipment etc. for which it was not intended, or for which they have not been trained;
- 3.3.10. Where using, visiting, or working on premises other than those under the control of the company, to ensure that they are aware of any Health and Safety policies and procedures that may apply and are in force;
- 3.3.11. Not to take risks while working or indulge in 'horseplay', practical jokes, etc;
- 3.3.12. To ensure that any young or inexperienced person working on the premises is not put at risk;
- 3.3.13. To know the emergency procedures that may apply to the premises, and familiarise themselves with the escape routes, fire alarm system, and fire fighting equipment; and
- 3.3.14. To take care of visitors and others when having meetings on the premises, ensuring that they are not put at risk, are aware of any hazards on the premises and follow the emergency procedures if necessary.

Regular surveillance

1. M. RAHMAN will perform an inspection of the business's workplace on a regular basis to ensure that hazards and risks are reduced to the lowest level reasonably practicable.

Smoking

1. Smoking is prohibited throughout the entire workplace with no exceptions.
2. The business has a smoking policy. Overall responsibility for the smoking policy implementation and review rests with M. RAHMAN. All workers are obliged to adhere to, and facilitate the implementation of the policy. M. RAHMAN shall inform all existing workers, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. M. RAHMAN will also give all new personnel a copy of the policy on recruitment/induction. Appropriate 'No Smoking' signs will be clearly displayed at the entrances to, and within the premises. Local disciplinary procedures will be followed if a worker does not comply with this policy. Those who do not comply with the smoking law are also liable to a fixed penalty fine, and possible criminal prosecution. The business will provide support for smokers who want to stop.

Risk assessments

1. The business has prepared or is preparing various risk assessments of specific risks arising within its business. Workers should contact M. RAHMAN for information on specific risks.

2. The business shall review these risk assessments at least as often as may be required in accordance with applicable regulations.

Signed as being the Health and Safety Policy on 09 June 2013.

SARDAR KABIR
UK MARINE SURVEY LIMITED
NE34 0 AB

Statement of development of the Health and Safety Policy for UK MARINE SURVEY LIMITED at 09 June 2013

Date of this statement: 09 June 2013

Date of next review: 01 December 2014

I, SARDAR KABIR, am the person at UK MARINE SURVEY LIMITED who has overall responsibility for compliance with the Health and Safety policy of the business. I set out below a record of the current status of the business in respect of its Health and Safety compliance.

Day-to-day matters concerning Health and Safety are delegated to M. RAHMAN.

The business is of a specialist nature which is outside the scope of the logic of the Health and Safety Procedure Creator. Consequently, it needs to seek specialist guidance from the HSE (Health and Safety Executive) in preparing its risk assessment for compliance with the legislation. The guidance in undertaking a risk assessment performed in this document cannot be considered to be comprehensive.

General statement

The business whose sole place of business is NE34 0 AB is a business employing less than five (5) employees.

1. The business currently has no disabled employees and therefore a risk assessment in respect of disabled workers has not been carried out.
2. The business currently has no employees who are pregnant or who are capable of bearing children.
3. The business does not employ workers who are under 18 years of age but may at some point employ workers who are under 18 years of age.
4. The business does not employ workers who are children (i.e. over 13 but under 18 years of age) nor is it likely to do so in future. Additionally the business does not allow children on work experience.
5. Some of the business's workers work from home.
6. The business does not allow children in its workplace (save for in the reception area).

Environment

1. The business confirms that the air quality of the working environment is satisfactory and that there is adequate ventilation.
2. The business confirms that the temperature of the working environment is satisfactory.
3. The business confirms that the lighting of the working environment is satisfactory.
4. The business confirms that the workplace, furniture, fittings, floor, wall and ceiling surfaces are kept suitably clean with the waste materials and rubbish kept to a minimum and stored in suitable containers.
5. The business confirms that the room dimensions and space for the workers of the business are satisfactory.
6. The business confirms that the sanitary facilities for the workers of the business are satisfactory.
7. The business confirms that the washing facilities for the workers of the business are satisfactory.
8. The business confirms that an adequate supply of drinking water is available for the workers of the business.
9. The business confirms that suitable and sufficient accommodation is provided for personal clothing not worn at work, and for special clothing worn at work but not taken home.
10. The business confirms that suitable and sufficient rest facilities are provided, including facilities for eating meals where meals are taken in the workplace.
11. The business has implemented a smoke-free policy in its workplace.
12. The person responsible for implementation and maintenance of the smoke-free policy in the workplace is M. RAHMAN.

Insurance and registration

The business is compliant with the Employers' Liability (Compulsory) Insurance Regulations 1998 and is displaying copies of its Certificate of Insurance at each of its places of business.

The details are as follows:

MARKEL - BD18374-112012

Date of commencement of policy: 28 November 2012

Date of expiry of policy: 27 November 2013

Notices, first aid and the accident book

1. The business correctly displays the Health and Safety Law poster in its premises.
2. The business has a correctly stocked first aid box at its premises.
3. The business has appointed a worker as the appointed person to take charge in an emergency.
4. The approved person to take charge in an emergency and administer first aid is M. RAHMAN.
5. The business has an up-to-date Accident Book for recording accidents at work in accordance with the legislation.
6. At least one of the workers is a trained first aider.
7. The business has one worker holding current and valid first aider certificates.

Resolved or non-existent risks to the business

1. The business does not involve any manual handling.
2. The business does not involve any hazardous materials.
3. The business does not involve working with guarded machinery.
4. The business does not involve high stress at work.
5. The business does not involve workplace transport.
6. The business has no special risks arising from noise.
7. The business is not of a type where there is a realistic possibility of violence at work.
8. The business premises are located in a safe location.

Driving at work

1. The business involves some workers doing work-related driving. Workers in the business drive on work-related activities on a daily basis. The business has begun and continues to consult its workers on the topic of driving on work-related matters.
2. The business has appointed a person to check compliance with Health and Safety regulations for driving on work-related matters.
3. The person appointed to take responsibility for compliance with Health and Safety regulations regarding work-related driving matters is M. RAHMAN.
4. The business does not yet keep a record of its workers who drive on work related matters which is reviewed to determine whether any particular workers require additional training to carry out their duties safely.
5. The business has supplied information to its workers who drive on work-related matters on what they should do when they feel sleepy, and of the general dangers of fatigue.
6. The business has checked with its workers who drive on work-related matters, know how to use the safety equipment associated with their vehicles, and how to cope with hazards arising from their particular vehicles.
7. The business has explained to its workforce the Health and Safety requirements in respect of driving and mobile phones.

Fire safety

1. No fire risk assessment has yet been completed.

2. The premises used by the business have gas appliances.
3. The business ensures that the gas appliances, pipes and flues are maintained according to the manufacturer's instructions and regularly serviced by a Gas Safe registered engineer.
4. The business has a fire certificate in respect of its premises.
5. The workers know what to do in case of fire.
6. The workers are trained in how to raise a fire alarm and which extinguishers to use for different types of fires.

Asbestos

1. The business has not yet been given by its landlord a copy of the Type 2 survey for asbestos-containing materials in the workplace premises.

Repetitive tasks

1. The business involves repetitive tasks. Workers in the business rarely perform tasks requiring repetitive movements of the upper limbs for two hours or more per shift.
2. The business has begun and continues to consult its workers on the topic of repetitive tasks.
3. Most of the equipment used in the business that could give rise to a repetitive injury conforms to a recognised ergonomic standard.
4. The business has ensured that no twisting or stretching is involved in the undertaking of repetitive tasks.
5. The business has made sure that workers carrying out repetitive tasks that involve the application of force are not doing the same task for more than 30 minutes in each hour.
6. The business has trained its workers who do repetitive tasks so that they understand the need to adopt the correct posture, take regular breaks or switch tasks.
7. The business has instructed and reminded workers to take breaks from any repetitive tasks, such as typing, for ten minutes in every hour.
8. The business has checked to determine whether workers have any health problems and has made sure the repetitive tasks will not make them worse.
9. The business has checked with its workers to see if they are aware of any ill-health symptoms such as aches and pains from repetitive tasks.
10. The business has ensured that all workers have been told to report injuries that may have been caused by repetitive tasks.
11. The business has appointed a person to check compliance with safety rules for repetitive tasks.
12. The name of the person responsible for compliance with safety rules in respect of repetitive tasks is M. RAHMAN.

Working at height

1. The business involves working at height. Workers in the business work at height on a weekly basis.

2. The business has begun and continues to consult its workers on the topic of working at heights.
3. The business ensures that workers only work at height where there is adequate permanent fixed-edge protection or on platforms with temporary edge protection such as tower scaffolds, MEWPs or scaffolding.
4. The business ensures that workers do not lean out over the edge.
5. The business makes sure all workers who work at height have been formally assessed as competent, or are closely supervised by someone who is competent.
6. The business ensures that its workers only use personal protective equipment, such as harnesses, when a risk assessment concludes this is the only option.
7. The business makes sure its workers do not work on, from, or over fragile surfaces without platforms, coverings or similar means to support them.
8. The business makes sure its workers only use ladders to climb to work places, rather than regularly working from them.
9. The business makes sure its workers always take measures to prevent falling objects injuring other people, as a result of working at height.
10. The business has appointed a person to check compliance with safety rules for working at heights.
11. The name of the person responsible for compliance with safety rules in respect of working at height is M. RAHMAN.

Slips and trips

1. The business involves workers moving in or across areas where there is the potential for slips, trips and falls. Workers rarely move in or across areas where there is the potential for slips, trips and falls.

2. The business has consulted with a competent person to identify the most appropriate cleaning methods and equipment for removing water and contamination from floors.
3. The business does not provide the necessary equipment for tackling spills, wet and contaminated floors.
4. The business has made sure that there are storage areas for keeping objects out of the way and to keep passage ways free from obstacles.
5. The business provides safety footwear where required, free of charge and in consultation with its workforce.
6. The business does not currently have trained workers responsible for cleaning floors to leave floors dry and free from trip hazards and, if not possible, to cordon off areas with warning signs.
7. The business has begun and continues to involve its workers in considering how floors will be used; the main types of contamination likely to find its way onto them; and whether floors are appropriate to the business and give good slip resistance.
8. The business ensures that floors that have become uneven are repaired promptly or made safe, keeping pedestrians out of the area until this is completed.
9. The business has informed all workers of basic housekeeping methods for different jobs in different locations.
10. The business has organised work so that workers do not need to carry awkward or heavy loads across obstacles or slippery surfaces.
11. The business has ensured there is a competent person identified to check regularly for compliance with safety rules about slipping and tripping hazards.
12. The competent person responsible for prevention of slips and trips is M. RAHMAN.

Vibrating equipment

1. The business involves vibrating equipment. Workers in the business rarely use vibrating equipment.

2. The business is unable to confirm that it has undertaken an assessment of the risk from vibration to the health and safety of its employees.
3. The business is unable to confirm that the risk from the exposure of its employees to vibration is eliminated at source. It is also unable to confirm that it has reduced exposure to as low a level as is reasonably practicable by establishing and implementing a programme of organisational and technical measures that are appropriate to the activity.
4. The business does not have a regular maintenance programme for all vibrating tools to ensure they remain at the manufacturer's specification and avoid worsening vibration.
5. The business makes sure that all workers who use vibrating equipment have been trained in its safe use and are provided with written information on the health risks of vibrating equipment.
6. The business makes sure that any workers who already have health problems will not be made worse by using vibrating equipment.
7. The business is currently unable to confirm that any worker who uses vibrating equipment has 'active trigger' times of no more than one hour a day for hammer action or four hours a day for rotary or other actions.
8. The business is currently unable to make all workers who use vibrating equipment vary the tasks they do during their shift, to include tasks not using vibrating equipment.
9. The business is currently unable to make sure that any worker using vibrating equipment is under regular health surveillance, supervised by a suitably qualified medical doctor.
10. The business has involved its workers in considering all the tasks they do that use vibrating equipment that could cause an injury, and how to reduce the chances of it happening.
11. The business has instructed all its workers who use vibrating equipment to report to the business any symptoms, such as numb or tingling fingers, whether this occurs at work or away from work, as soon as possible.
12. The business has not identified a competent person to regularly check for compliance with safety rules concerning vibrating tools.

Display-screen equipment

1. The business involves the use of Display Screen Equipment (DSE). Workers in the business use computer screen for extended periods (more than one hour).
2. The business has worked through the HSE workstation checklist in respect of all of its computer workstations.
3. The business has concluded that none of its workers have a need for enhanced accessibility features on their workstation.
4. The business has notified all employees who habitually use display screen of their right to free eye tests.

Statement of Development - Approved: _____

Actions

Actions are set out below. Note that the specified time limits are given as latest dates. All actions should be commenced immediately and completed as soon as practically possible. Until some of the actions are completed, the business may be in breach of Health and Safety legislation and it (and in some cases individuals within the business) may incur criminal and/or civil liability:

1. The business needs to prepare a risk assessment in respect of young people by 09 July 2013.
2. The business should conduct and complete a Risk Assessment in respect of Fire by 09 July 2013.
3. The business should undertake an assessment of the risk from vibration to the health and safety of its employees by 09 July 2013.
4. The business should ensure that the risk from the exposure of its employees to vibration is eliminated at source. Alternatively, where that is not reasonably practicable, it should ensure that it has reduced exposure to as low a level as is reasonably practicable by establishing and implementing a programme of organisational and technical measures which are appropriate to the activity. Either should be in place by 09 July 2013.
5. The business should establish a regular maintenance programme for all vibrating tools to ensure they remain at the manufacturer's specification and avoid worsening vibration by 07 September 2013.
6. The business should make sure that no worker who uses vibrating equipment has 'active trigger' times of more than one hour a day for hammer action or four hours a day for rotary or other actions by 07 September 2013.
7. The business needs to provide training to all its workers who use vibrating equipment on how to vary the time spent on tasks they perform to include tasks that do not include the use of vibrating equipment.
8. The business should make sure that any worker using vibrating equipment is under regular health surveillance, supervised by a suitably qualified medical doctor by 07 September 2013.
9. The business should ensure it has a named competent person who regularly checks for compliance with safety rules concerning vibrating tools by 09 July 2013.
10. The business should provide the necessary equipment for tackling spills, wet and contaminated floors by 09 July 2013.
11. The business should ensure that it has trained workers responsible for cleaning floors to leave floors dry and free from trip hazards and, if not possible, to cordon off areas with warning signs by 07 September 2013.
12. The business will take steps by 09 July 2013 to ensure that all of its equipment conforms to a recognised ergonomic standard.
13. The business should request in writing from its landlord a copy of a Type 2 survey for asbestos-containing materials in the workplace premises by 09 July 2013.
14. The business should establish and review a register of its workers who drive on work-related matters, by 07 September 2013.

Signed as being the position on 09 June 2013.

SARDAR KABIR
UK MARINE SURVEY LIMITED
NE34 0 AB