



# Health & Safety Policy Document



Vincent Stokes Ltd

## Health and Safety Policy Statement

In accordance with its duty under Section 2(3) of the Health and Safety at Work etc. Act 1974 and in fulfilling its obligations to both employees and the public who may be affected by its activities; the Directors of Vincent Stokes Ltd have produced the following statement of policy in respect of health and safety.

It is our aim to achieve a working environment which is free of work-related accidents, incidents and ill-health and to this end we will pursue continuing improvements from year to year.

We undertake to discharge our statutory duties by:

- Complying with applicable legal requirements, and with other requirements to which the company subscribes that relate to its OH&S hazards.
- Identifying hazards in the workplace, assessing the risks related to them and implementing appropriate preventative and protective measures.
- Providing and maintaining safe work equipment.
- Establishing and enforcing safe methods of work.
- Recruiting and appointing personnel who have the skills, abilities and competence commensurate with their role and level of responsibility.
- Ensuring that tasks given to employees are within their skills, knowledge and ability to perform.
- Ensuring that technical competence is maintained through the provision of refresher training as appropriate.
- Promoting awareness of health and safety and of good practice through the effective communications of relevant information, ensuring all persons within the organisation are made aware of their individual OH&S responsibilities.
- Identifying opportunities and needs for continual improvement of OH&S performance and the prevention of injury and ill health.
- Furnishing sufficient funds needed to meet these objectives.
- Ensuring that health and safety will not be compromised for other objectives.

All employees on their part are encouraged to contribute actively towards achieving a work environment that is free of accidents, incidents and ill health.

Our health and safety policy will be reviewed periodically to monitor its effectiveness and to ensure that it remains relevant and appropriate to the organisation.

This statement is to be read in conjunction with the responsibilities, arrangements, procedures and guidance that together form the health and safety policy for Vincent Stokes Ltd.

Signed:   
On behalf of Vincent Stokes Ltd

Date: 11/8/2017

Vincent Stokes Ltd

## SmokeFree Policy Statement

### PURPOSE

This policy has been developed to protect all employees, customers and visitors from exposure to second-hand smoke and to assist in 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.

### POLICY

It is the policy of Vincent Stokes Ltd that all our workplaces are smoke-free, and all employees have a right to work in a smoke-free environment. Smoking and the use of e-cigarettes and similar devices are prohibited in all enclosed and substantially enclosed premises in the workplace and all work vehicles if they are used by more than one person. This policy applies to all employees, customers, consultants, contractors and visitors.

### IMPLEMENTATION

Overall responsibility for policy implementation and review rests with the Directors. However, all employees are obliged to adhere to and support the implementation of the policy. They shall inform all existing employees of the policy and their role in the implementation and monitoring of the policy. They will also ensure that new employees are given a copy of the policy on recruitment/induction. Appropriate 'No-Smoking' signs will be clearly displayed at the entrances to and within the organisation's premises and in all smoke-free vehicles.

### NON-COMPLIANCE

Disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with smoke-free law may also be liable to a fixed penalty fine and possible criminal prosecution.

### HELP TO STOP SMOKING

The NHS offers a range of free services to help smokers give up. Visit [gosmokefree.co.uk](http://gosmokefree.co.uk) or call the NHS Smoking Helpline on 0800 169 0 169 for details.

Signed: .....  
On behalf of Vincent Stokes Ltd

Date: 11/8/2017

Vincent Stokes Ltd

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**Environmental Policy Statement**

*VincentStokes are suppliers and installation contractors to the leisure and general building industry.*

*The company recognises its environmental responsibility and has a commitment to reduce its impact on the environment through practical action in implementing the following measures.*

*VincentStokes is committed to:*

*Meet, and where possible, exceed the requirements of all relevant environmental legislation and codes of practice.*

*Minimise the amount of materials waste generated through the re-use and recycling of materials, and in doing so, to optimise the efficient use of those materials.*

*Reduce pollution through minimising atmospheric pollutants, and looking for more environmentally friendly alternatives.*

*Dispose of environmentally damaging waste in a recognised and responsible manner.*

*VincentStokes acknowledges that this policy is a working document, and will endeavour to review it on an annual basis.*

*The Management and employees of VincentStokes fully support the aims of this policy; copies of this policy are made available to clients, suppliers and regulatory authorities.*

Signed..........

Name.....VINCENT STOKES.....

Dated.....11/8/2017.....