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Health & Safety

Policy and Procedure

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HEALTH AND SAFETY POLICY

STATEMENT OF GENERAL POLICY

The Company fully accepts the obligations placed upon it by the Health and Safety at Work Act 1974. The Company requires its named Director to ensure that the following policy is implemented and communication regarding safe working practices adhered to.

MANAGEMENT ORGANISATION AND ARRANGEMENTS

Introduction

This policy has been prepared and published under the requirements of Health & Safety at Work Act 1974. The purpose of the policy is to establish general standards for health and safety at work and to distribute responsibility for their achievement to all directors and other employees through the normal line management processes.

MANAGEMENT RESPONSIBILITIES

Director responsible for Health and Safety

The Director has overall responsibility for the implementation of the Company's policy. In particular he is responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored.

The Director is responsible for co-ordinating effective health and safety policies and controls across the organisation.

The Director is responsible for:

- the production and maintenance of the Company's policy and ensuring that Department Guidelines are consistent with policy;
- its application;
- the provision of general advice about the implication of the law;
- The identification of health and safety training needs.
- The production and maintenance of Health and Safety Codes of Practice for each aspect of the services within the Company.

Other Directors

The other directors are wholly accountable to the named Director for the implementation and monitoring of the policy within the area of their specified responsibility.

HEALTH AND SAFETY MANAGEMENT PROCESS

The Company believes that consideration of the health, safety and welfare of staff is an integral part of the management process. The provision of the Health and Safety at Work Act, associated Codes of Practice and E.C. Directives will be adopted as required standards within the Company.

The Company requires directors to approach health and safety in a systematic way, by identifying hazards and problems, planning improvements, taking executive action and monitoring results so that the majority of health and safety needs will be met from locally held budgets as part of day-to-day management, although many health and safety problems can be rectified at little additional cost.

For major additional expenditure, cases of need must be submitted to the Director.

If unpredictable health and safety issues arise during the year, the Director must assess the degree of risk, in deciding the necessary resources and actions to commit to addressing these issues.

HEALTH, SAFETY AND WELFARE GUIDELINES

It shall be the responsibility of Directors to bring to the attention of all members of his or her staff, the provisions of the guidelines, and to consult with appropriate Health and Safety Representatives about the updating of these guidelines. The model contents of a guideline are:

- a clear statement of the role of the department;
- regulations governing the work of the department;
- clear reference to safe methods of working, for example manufacturers' manuals;
- information about immediate matters of health and safety concern, such as fire drills, fire exits, first aid;
- training standards;
- the manager responsible for organisation and control of work;
- accident reporting procedures;
- departmental safety rules;
- fire procedures;
- Policies agreed by the Company.

IDENTIFICATION OF HEALTH AND SAFETY HAZARDS & ANNUAL AUDIT AND REGULAR RISK ASSESSMENTS

It is the policy of the Company to require a thorough examination of health and safety performance against established standards in each department, **at least** annually. The technique to be adopted for such examinations will be the 'Safety Audit'. The Audit requires review of:

- standards laid down in the policy;
- departmental guidelines;

- relevant regulations;
- environmental factors;
- staff attitudes;
- staff instructions;
- methods of work;
- contingency plans;
- Recording and provision of information about accidents and hazards and the assessment of risk.

Audits must be completed by July of each year.

The responsibility for ensuring that audit activity is carried out as part of this policy rests with the Director.

It is the management's responsibility to ensure that any deficiencies highlighted in the Audit are dealt with as speedily as possible.

In addition to carrying out Safety Audits, it is the responsibility of the directors to check, at least quarterly, all portable equipment, including electrical appliances, in their area, and to ensure that all problems are immediately dealt with.

Directors have a continual responsibility for the elimination of hazards in order to maintain a safe working environment and will also be expected to carry out regular **risk assessments** in line with the Health and Safety Executive Guidelines; that is follow the 5 steps:

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the Risks and decide on precautions
4. Record the findings and implement the precautions
5. Review the assessment and update when necessary

MONITORING AND REVIEW OF HEALTH AND SAFETY PERFORMANCE

The Company will monitor health and safety performance to ensure the effectiveness of this policy and to support continuous improvement.

Monitoring will include:

- Recording and reviewing accidents, incidents and near misses
- Analysis of trends and identifying corrective actions
- Regular workplace inspections
- Annual health and safety audits

Key Performance Indicators (KPIs) may include:

- Number of accidents and near misses reported
- Completion rate of risk assessments
- Training completion rates
- Audit findings and actions closed

The Director will review health and safety performance at least annually and take appropriate action where improvements are required.

PROCEDURE IN THE EVENT OF AN ACCIDENT

An Accident Book is available through line management for staff and in each working location and it is the responsibility of each individual employee to report and record any accident involving personal injury. Any accident or near miss occurrence (i.e. no one was injured but the incident had the potential to injure or kill) at work should be reported immediately to your line manager.

All employees who are absent from work following an accident must complete a self-certification form, which clearly states the nature and cause of the injury.

For any employee who suffers an injury at work which results in them being away from work, or unable to do their normal work, for three days or more (including weekends, rest days or holidays) it is important that your manager is informed as the Health and Safety Executive also need to be informed by the Company. Form 2508 (available from www.riddor.gov.uk/f2508.dot) should be completed in conjunction with your line manager. Employees are not expected to complete these forms themselves.

LONE WORKING

Where lone working cannot be avoided, a specific risk assessment will be undertaken.

Control measures will include:

- Maintaining regular contact with a nominated person
- Keeping a record of location and expected return time
- Use of mobile communication devices
- Emergency procedures for escalation if contact is lost

Managers are responsible for ensuring lone working arrangements are safe and regularly reviewed.

TRAINING

The Company will ensure that all employees receive appropriate health and safety training relevant to their role.

This will include:

Induction Training (mandatory for all staff):

- Health and Safety Policy awareness

- Fire safety and emergency procedures
- Accident reporting procedures

Role-Specific Training:

- Manual handling (where required)
- Display Screen Equipment (DSE)
- COSHH awareness
- Any job-specific risks

Management Training:

- Health and safety responsibilities
- Risk assessment training
- Incident investigation

Refresher Training:

Training will be refreshed periodically or when:

- There is a change in role or responsibilities
- New equipment or processes are introduced
- Following an incident or near miss

Training Records:

The Company will maintain records of all health and safety training completed by employees on their toolkits.

REPORTS TO THE HEALTH AND SAFETY EXECUTIVE

The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations RIDDOR (2013) to the Health and Safety Executive shall rest with the Senior Director.

MENTAL HEALTH AND WELLBEING

The Company recognises that mental health is as important as physical health and is committed to promoting a positive working environment.

The Company will:

- Identify and manage work-related stress through risk assessments in line with HSE Management Standards
- Provide support to employees experiencing mental health difficulties

- Encourage open communication between employees and management
- Train managers to recognise signs of stress and mental ill health

Employees are encouraged to raise concerns with their line manager or a designated contact at an early stage.

SPECIALIST ADVISORY BODIES

Certain bodies and the individual members of those bodies have always had a Health and Safety role, most notably, the Health & Safety executive, or local Environmental Health Departments. If further specialist advice is required, this may be obtained by Managers from expert individuals or bodies outside the Company.

FIRST AID

It is the policy of the Company to make provision for First Aid and the training of 'First Aiders' in accordance with the First Aid Regulations (1982). The Director is responsible for ensuring the Regulations are implemented and for identifying training needs.

FIRE

The Director is responsible for ensuring that the staff receives adequate fire training, and that nominated fire officers are designated in all Company premises. The Senior Director may delegate these responsibilities to the Departmental Managers.

- report and advise on the standard of fire safety in the Company's premises and the standard of fire training of its staff;
- undertake overall responsibility for fire training;
- Assist in the investigation of all fires in the Company's premises and to submit reports of such incidents.

Fire Safety

Employees should follow these steps to help prevent fires:

- Before you use any electrical appliances carry out a quick check to make sure that the cables, plugs etc. are not damaged.
- Do not use any electrical equipment that shows signs of damage, even if you think it is only minor. Report any faults you find to your line manager and find an alternative appliance.
- Ensure that you place your rubbish in the proper waste bins. Do not overfill the bins, and ensure that your waste bin is accessible to the cleaners at the end of each day.

Action to take when the fire alarm goes off:

- Immediately stop what you are doing and walk (do not run) to the nearest available safe fire exit. If your nearest exit/route is obstructed, choose another route. Make sure that you are aware of the fire exits and routes in your area.
- Follow the instructions of your designated Fire Warden.

- Direction signs should indicate the route to your fire exit. These comprise a white arrow on a green background sometimes accompanied by the words 'FIRE EXIT' and also a pictogram of a running man. The arrows indicate the direction of the nearest fire exit.

- Do not use a lift to leave the building - always use designated stairs.

- Make your way to the appropriate assembly point.

- Once you are at the assembly point you should report to the Fire Warden, so that they can account for the people in their designated area.

- Do not leave the designated assembly point, or attempt to re-enter the building, until you have been instructed to do so by the Fire Warden.

Action to take if you discover a fire:

- **RAISE THE ALARM!** This can be achieved by breaking the glass on the call points or by shouting the instruction "Fire – call the fire brigade".

- Raise the alarm even if your building is fitted with an automatic fire alarm system, which has not yet activated - you must not wait for it to do so of its own accord. The alarm must be raised for every occurrence of a fire, no matter how small it appears to be. This will ensure that people in the building have adequate notice to evacuate should it begin to spread quickly. In addition, modern furnishings may allow the fire to develop unnoticed, so time is of the essence if everyone is to get out safely.

- Call the fire brigade at the earliest available, and safe, opportunity and do not attempt to tackle the fire unless you have been appropriately trained and can safely do so e.g. a small fire in a waste paper basket. Unless you have been trained you could be putting yourself or somebody else at risk.

FOOD HYGIENE

Managers and staff who have responsibility for acquiring services for food acquisition, storage, processing and serving for any events are responsible for ensuring that these functions are undertaken to the necessary legal standards. Any suspected outbreak of food poisoning or other unexplained and possibly food related incidents must be reported to the named Director.

FIRST AID

The Company believes that best practice is to ensure staff have access to a trained First Aider or Appointed Person (someone who can take charge in the event of an accident). Details of these trained staff will be displayed in local centres or can be obtained from line management.

LIFTING AND HANDLING

Directors are responsible for informing staff of safe lifting techniques and identifying specific staff training needs. The Director will ensure training in lifting and handling is provided to staff that require it.

NON-SMOKING ON COMPANY PREMISES

The Company has agreed that there will be no smoking in its buildings. The overall aim is to reduce smoking and so save life, reduce risk of fire, prevent unnecessary illness and chronic disability.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

The Control of Substances Hazardous to Health Regulations (COSHH) require the Company to identify those substances which are in use and which are hazardous to health (as legally defined) and to assess the risk of those substances. The Company must also provide and use controls to prevent exposure to substances hazardous to health; maintain controls by monitoring exposure or by health surveillance of employees; and provide information, instruction and training for employees on all these matters. The Director is responsible for implementing these Regulations.

COMPUTER INSTALLATIONS AND VISUAL DISPLAY UNITS

All new computer installations must adhere to the British Standard Specifications and comply with the Health and Safety (Display Screen Equipment) Regulations 1992. All new employees operating VDUs are directed to read the Health and Safety Executive Booklet entitled 'Working with VDUs'. New employees who regularly use VDUs are advised to undergo regular sight screening exams.

CONTROL OF WORKING TIME

The Company is committed to the principles of the Working Time Regulations. No member of staff is expected to work more than 48 hours per week (including overtime) unless there are exceptional circumstances. Similarly, all requirements within the regulations e.g. in relation to breaks, night workers etc. will be complied with.

HEALTH AND SAFETY AND THE INDIVIDUAL EMPLOYEE

The Health and Safety at Work Act requires each employee 'to take reasonable care for the Health and Safety of himself and of other persons who may be affected by their acts and omissions' and co-operate with management to enable management to carry out their responsibilities under the Act. Employees have equal responsibility with the Company for Health and Safety at Work.

The refusal of any employee to meet their obligations will be regarded as a matter to be dealt with under the Disciplinary Procedure. In normal circumstances counselling of the employee should be sufficient. With a continuing problem, or where an employee leaves themselves or other employees open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure.

PEOPLE WORKING ON COMPANY PREMISES NOT EMPLOYED BY THE COMPANY

Persons working in the Company premises who are employed by other organisations are expected to follow Company Health and Safety Policies with regard to the safety of Company employees, their own personal safety (and that of other parties such as the general public if appropriate) and their method of work. This responsibility will be included in contracts or working arrangements. Similarly seconded Company employees working in other host premises will be expected to follow the host employers Health and Safety Policy.

VISITORS AND MEMBERS OF THE PUBLIC

The Company wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of visitors to Company establishments will be of the highest standard.

Any member of staff, who notices persons acting in a way which would endanger other staff, should normally inform their Directors. If the danger is immediate, common sense must be used to give

warning, call for assistance or give aid as necessary. It is equally important not to over-react to a situation.

CONTRACTORS

The Company wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of Contractors working in the Company's establishments will be of the highest standards. In addition, Contractors and their employees have an obligation so far as is reasonably practicable to ensure all equipment, materials and premises under their control are safe and without risks to health.

Contractors must also observe the Company's Fire Safety Procedures. These obligations will be drawn directly to the attention of the Contractors at the point of attendance. In addition a Company Manager will be identified as having the authority to stop the work of Contractors who are placing themselves, other staff, or visitors at risk. Any member of staff, who judges there is a risk where contractors are working, should inform their Manager immediately. The Company will ensure that all contractors:

- Provide suitable and sufficient Risk Assessments and Method Statements (RAMS) prior to work commencing
- Are competent and suitably qualified for the work undertaken
- Are supervised where necessary
- Comply with Company health and safety procedures

A designated Company representative will monitor contractor activities and has authority to stop work if unsafe practices are identified.