



## **HEALTH & SAFETY POLICY**

### **A.1. Introduction**

- 1.1. The wellbeing of the employees of the Company is of central importance. The principle of this Policy is to promote the wellbeing of employees by developing safe systems of work and preventing occupational accidents and ill health.
- 1.2. The Company shall ensure the health, safety and welfare of its employees by:
  - a) Developing safe working systems
  - b) Identifying hazards at the workplace
  - c) Eliminating or controlling the resulting risks.
- 1.3. In securing these objectives, arrangements for the planning, organisation, control, monitoring and reviewing of health and safety measures have been adopted to ensure that this Policy is put into practice.

### **A.2. Lines of responsibility**

- 2.1. Responsibility for securing the health, safety and welfare of employees lies with the Company.
- 2.2. The Company will appoint an employee to be responsible for the implementation of this policy (the Responsible Person).
- 2.3. Employees have an obligation to co-operate in the development and application of control measures.
- 2.4. Employees' duties also include taking care of themselves and others affected by their actions; reporting any defects in the control measures of the Company to your Line Manager or the responsible person; and not interfering with any devices used to protect the health, safety and welfare of employees.

### **A.3. Procedures**

- 3.1. Any ill health symptoms thought to be connected to the workplace or work activities should be reported as soon as possible to the responsible person. An investigation will follow within 5 days.
- 3.2. Any workplace hazards identified by employees should be reported as soon as possible to the responsible person. An investigation will follow within 5 days.
- 3.3. The employee and will be notified of the outcome of the investigation within 7 days of the completion of the investigation, detailing any action required.
- 3.4. If the employee is not satisfied with the outcome/action taken they can raise a Stage 2 (formal) grievance in accordance with the Grievance Procedure.



#### **A.4. Risk Assessments**

- 4.1. The Company will perform suitable and sufficient risk assessments carried out by competent persons of health and safety risks to employees and to visitors.
- 4.2. The Company will seek to eliminate or control risks identified by the risk assessment and to protect employees and visitors from some such risks.

#### **A.5. Performance of risk assessments**

- 5.1. The responsible person has the responsibility for organising risk assessments for the Company.
- 5.2. Risk assessments will be carried out by a competent person who understands the principles of risk assessment and prevention and who has an awareness of safety hazards.
- 5.3. Risk assessments will include work environment inspections, checklists, questionnaires, work methods/organisation appraisal.
- 5.4. The findings of the risk assessment will be recorded in writing.
- 5.5. The assessment will be reviewed if there is reason to suspect it is no longer valid or if there is a significant change in work methods, staffing, work equipment, work organisation, etc.

#### **A.6. Information and Training**

- 6.1. The Company will provide comprehensible, relevant and adequate information and training on health and safety matters.
- 6.2. Information will be provided on any risks identified by assessments and the measures to prevent or protect against these risks.
- 6.3. All employees will be provided with adequate health and safety training when:
  - a) they are recruited.
  - b) exposed to new or increased risks.
  - c) there is a transfer of job or new responsibilities.
  - d) new equipment is introduced.
  - e) new system of work is introduced.
- 6.4. Health and safety training will be organised and co-ordinated by the responsible person.
- 6.5. Training will include information on:
  - a) Health and safety risks
  - b) Reporting procedures
  - c) Emergency procedures



**A.7. First Aid and Accident Reporting and Recording**

7.1. The Company will seek to ensure best practice in relation to first aid and accident reporting.

7.2. The arrangements the Company has in place is to provide an adequate and suitable first aid facility and to ensure adequate accident reporting and recording are as follows:-

- a) First Aid Facilities
  - i) First aid facilities will be made available to all employees and visitors to the premises of the Company.
  - ii) The Company will provide a first aid box to all qualified first aiders and appointed persons.
  - iii) All premises will have at least one first aid box.
  - iv) First aid boxes will be clearly marked and recognisable and kept in an easy assessable place.
  - v) The contents of the boxes must only be administered by qualified first aiders.
  - vi) The contents of the boxes should be replaced as soon as possible after use by first aiders.
  - vii) A record of all cases treated with first aid will be kept by first aiders with their first aid box.
- b) First Aiders
  - i) The Company will provide training for first aiders by an appointed person or body approved by the Health & Safety Executive.
  - ii) Where practical the Company will provide at least one fully qualified first aider for every fifty employees.
  - iii) The responsible person will keep a written record of the dates on which first aiders obtain their certificates and will ensure that refresher training is provided after three years.
  - iv) Employees will be supplied with the details of first aiders.
- c) Reporting/Recording of Accidents and Injuries
  - i) All accidents and injuries will be recorded in the Accident Book. An Accident Book will be kept by the responsible person.
  - ii) First aid case records and accident book records will be periodically reviewed to ensure satisfactory performance and outcome.
  - iii) All accidents and injuries will be investigated by the responsible person to evaluate and assess causes and actions needed.
  - iv) Where necessary measures will be taken to avoid a similar accident/injury reoccurring.
- d) Information and Training
  - i) All employees will be informed of the location of the first aid boxes.



- ii) An up to date list of qualified first aiders will be circulated to employees by the responsible person.
- e) Instructions to Employees
  - i) Report all accidents even those not requiring first aid, and dangerous occurrences to your manager.
  - ii) Report symptoms of ill health which you feel may be of work related to your manager.
  - iii) If you witness an accident contact the nearest first aider. Do not attempt to administer first aid unless you are qualified and designated to do so.
  - iv) Ensure all accidents are recorded in the Accident Book.
- f) Instructions to Managers
  - i) Ensure all accidents are recorded in the Accident Book.
  - ii) Ensure all accidents are investigated and a written record kept.
  - iii) Ensure steps are taken to prevent a similar occurrence.
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**A.8. General Work Environments and Work Equipment**

- 8.1. The Company will seek to ensure best practice in relation to the work environment and to work equipment.
- 8.2. Risk assessment
  - a) The general work environment and work equipment will be assessed to evaluate any safety hazards to employees and visitors.
  - b) Assessments will be organised by the responsible person
  - c) Assessments will be recorded by the responsible person and the results notified to employees and their representatives.
  - d) The assessment will be reviewed if there are any changes in equipment or work organisation.
- 8.3. Risk assessments will cover:
  - a) Work equipment, design and usage
    - i) The Company will ensure the design of equipment is suitable for its use and does not pose any safety hazards e.g. strain injuries, vibration injuries, cuts etc. The Company will also ensure that all equipment is used in a suitable work environment and in suitable conditions. Photocopiers and laser printers will be sited in well ventilated areas.
  - b) Maintenance
    - i) The Company will ensure that all equipment, devices and systems are maintained in good repair and do not present a safety hazard (including ventilation systems, lighting, seating and work stations, guards to prevent injury, electrical equipment, tools, apparatus. The Company will also ensure



that adequate equipment/system and fault reporting system is set up in each department.

- c) Ventilation
  - i) The ventilation system should be effective and provide a sufficient quantity of fresh air.
- d) Temperature
  - i) The Company will ensure that a comfortable working temperature is maintained. Heating systems will be provided as necessary.
- e) Lighting
  - i) The Company will ensure that the lighting is suitable and sufficient for the tasks in hand, the equipment in use and to enable people to move around safely, particularly on staircases.
- f) Cleanliness
  - i) Throughout the workplace furniture, furnishings and fittings will be maintained in a clean and tidy condition for comfort and hygiene and to avoid safety hazards such as trips and falls. All employees are expected to keep their own working area in a tidy condition.
- g) Space
  - i) Every work area will have sufficient floor area, height and unoccupied space for the purposes of health, safety and welfare taking into account any equipment used.
- h) Work Stations and Seating
  - i) All work stations, desks, benches etc will be arranged so that work can be carried out safely and comfortably without awkward postures and movement. Suitable seating of the correct height for the user and back support will be provided where the work can be done sitting down.
- i) Floors
  - i) Floor surfaces will be maintained without uneven or slippery surfaces. Stairs and steep slopes will be provided with hand rails.
- j) Preventing Falls and Falling Objects
  - i) Where necessary guarding will be fixed to prevent employees falling or being hit by falling objects. Ladders or stable stools will be provided to reach objects stored high up.
- k) Windows and Transparent Doors
  - i) Windows and glass doors will be made of safety material and designed to prevent injury from broken glass and accidentally walking into glass.
- l) Windows, skylights and Ventilators
  - i) All windows, skylights and ventilators will be opened, closed or adjusted safely. When open they must not be a hazard to health and safety.
- m) Doors and Gates



- i) Doors and gates will be suitably constructed and fitted with any necessary safety devices including stops on sliding doors and safety panels in doors which swing in both directions.
- n) Toilets
  - i) Toilets will be well ventilated and kept in a clean and tidy condition. Separate rooms for men and women will be provided where possible. Alternatively each toilet will be in its own room with a lockable door.
- o) Washing facilities
  - i) Washing facilities will be provided close to toilets. There will be hot and cold water, soap, towels/hot air dryers.

#### 8.4. Information and Training

- a) The Company will provide information and instructions on safety matters relating to the working environment and work equipment including action to be taken in the event of breakdowns and emergencies.
- b) Health and safety training in the safe use of work equipment, covering work methods, health and safety risks and precautions to be taken will be provided to managers and employees.

#### 8.5. Instructions to employees

- a) Always switch off and unplug electrical equipment after use at the end of the day.
- b) Before starting or using any machine check that all guards and protective devices are in place.
- c) Before inserting a plug into a socket check that the plug is in sound condition and that the switch is in the off position.
- d) If an electrical machine jams switch off at the socket before attempting to clear.
- e) Ensure long hair is kept clear of equipment and machinery.
- f) Do not attempt any electrical repairs yourself – report any faults to your Line Manager or the responsible person.
- g) Always follow the proper instruction manual when operating electrical or other equipment such as photocopiers, guillotines, etc
- h) Keep your work station and work area tidy.
- i) Arrange your desk (or work surfaces) to avoid stretching or leaning. Place equipment and objects in frequent use within easy reach.
- j) Adjust your seats to a comfortable height and use a footrest if your feet cannot rest flat on the floor.
- k) Stack files, stationery, packages etc safely and within reach where possible. Use ladders or stable stools to get anything stored out of reach.
- l) Do not overfill filing cabinets. Do not leave desks or cabinet doors open. Do not leave cupboard doors open.


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- m) Clean up spillages immediately.

#### 8.6. Instructions to Managers

- a) Ensure employees are provided with adequate and relevant health and safety training.
- b) Ensure that risk assessments are performed, recorded and reviewed.
- c) Display in an appropriate place, the name and telephone number of the person to whom equipment faults should be reported.
- d) Ensure any safety hazards are dealt with urgently and take appropriate steps to warn employees about them, for example the use of signs and notices.

### **A.9. Display Screen Equipment Use (DSE)**

- 9.1. The Company will seek to ensure good practice in relation to the use of DSE.
- 9.2. For the purpose of this document a DSE “user” is a worker who uses DSE for an hour or more each day.
- 9.3. The arrangements the Company has in place to control these hazards are as follows:-
  - a) Risk Assessment
    - i) All DSE will be assessed to evaluate any safety hazards, checking for both essential and desirable work station features.
    - ii) Assessments will be organised by the responsible person and performed by a suitably trained person.
    - iii) The assessments will be reviewed if there are changes in the job, equipment or users.
  - b) Daily Work Routine
    - i) DSE jobs should be designed if possible to consist of mixed screen desk based and other tasks. The users should organise their work so that an appropriate mixture of VDU/non VDU work is undertaken
    - ii) Managers should encourage employees to take their break entitlement
  - c) Eyes/Eyesight
    - i) All DSE users are entitled to regular eye and eyesight tests as and when recommended by a qualified optometrist or as and when problems connected to DSE use arise
  - d) Training
    - i) All DSE users will be provided with health and safety training (to be arranged by the Responsible Person) of any use of work station and associated hazards as soon as possible after employment or on starting DSE work. In particular, training will cover the application of ergonomic and preventive principles.
  - e) Information

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- i) All DSE users will be provided as soon as possible after employment commences or on starting DSE work with health and safety information relating to the safe use of the work station in particular the entitlement to breaks and eye sight testing
  - f) DSE Standards
    - i) All DSE users are entitled to an ergonomically designed work station which suits their individual requirements and those of the job.
  - g) Instructions to Employees
    - i) All employees should be encouraged to sit comfortably in their chairs and not to slouch; adjust back rest to support lower back; remove obstructions from under the desk that prevent sitting upright; organise the work station in order to sit upright thereby avoiding constant and awkward leaning; place documents in holders; place holders close to the screen; adjust the document holder height to match the display screen height; use a foot rest if feet do not touch the floor; adjust the screen angle to suit their sitting height; adjust the display screen height to minimise head/neck movements; during breaks get up and move around.
    - ii) Avoiding Eye and Vision problems – All employees should adjust screens to avoid reflection; use window blinds as necessary to prevent reflections on the screens; clean the screen regularly; adjust the brightness/contrast to suit light levels.
    - iii) Report any problems you have with your work station/equipment or software to your Line Manager.
    - iv) Report any ill health symptoms you feel may be connected to your work to your Line Manager.
    - v) Take all your breaks away from the VDU.
    - vi) Take your full entitlement to breaks.
  - h) Instructions to Managers
    - i) Ensure that existing and new users receive health and safety information and training.
    - ii) Ensure that risk assessments are performed, recorded and reviewed.
    - iii) Encourage users to take regular breaks.
    - iv) Discuss with employees ways of organising and controlling DSE work flow to minimise periods of continuous usage.
  - i) Encourage users to have regular eye and eyesight assessments.

## A.10. Manual Handling

- 10.1. The Company will seek to ensure good practice in relation to the handling of loads.
- 10.2. The arrangements the Company has in place to control these hazards are as follows:
  - a) Avoiding Manual Handling




- i) Moving or supporting loads by hand or bodily force should be avoided where possible. For example, by redesigning the task or rearranging equipment.
  - ii) If manual handling cannot be avoided, mechanical equipment should be used, for example hoists, trolleys etc.
- b) Risk Assessment
  - i) All manual handling operations will be assessed to evaluate the risk of injury, recognising that many manual handling injuries are not caused by a single incident but develop over time.
  - ii) Assessments will be organised by the responsible person.
  - iii) Assessments will be recorded by the responsible person and the results notified to employees and their representatives.
  - iv) Assessments will be reviewed if there are any changes in manual handling operations.
- c) Training
  - i) All employees involved in manual handling operations will be provided with health and safety training in relation to the handling of loads. In particular, the training will include good handling techniques, the use of mechanical equipment in recognition of hazards.
- d) Information
  - i) All employees involved in manual handling operations will be provided with information on the weight of loads and the centre of gravity to enable correct handling decisions to be made where possible.
- e) Instructions to Employees
  - i) Use trolleys where provided to move heavy equipment or objects around.
  - ii) When lifting, always bend at the knees to pick up the load, keeping your back straight.
  - iii) Reduce the size or weight of the load if possible by dividing it into smaller loads.
  - iv) Make more than one trip rather than move several heavy objects at once.
  - v) Ask for assistance if the load is large or too heavy.
  - vi) Do not try to lift loads that are too heavy for you.
- f) Instructions to Managers
  - i) Ensure that all employees involved in manual handling receive health and safety information and training.
  - ii) Ensure that risk assessments are performed, recorded and renewed.
  - iii) Ensure that mechanical assistance is provided where necessary.
  - iv) Ensure that deliveries are made to an appropriate place which is convenient to storage facilities.
  - v) Ensure heavy loads are stored at appropriate height, for example a ladder should not be needed to reach a heavy object.
  - vi) Record all incidents resulting from manual handling in the accident book.



**A.11. Hazardous Substances**

- 11.1. The Company will implement the provision of the Control of Substances Hazardous to Health Regulations 1994 and the Personal Protective Equipment at Work Regulations 1992 and will seek to ensure good practice in relation to these and hazardous substances.
- 11.2. The arrangements the Company has in place to control these hazards are as follows:
  - a) Risk Assessment
    - i) Where possible around the use of hazardous substances, all work tasks, processes and equipment will be assessed to evaluate any safety hazards.
    - ii) Assessments will be organised and recorded by the responsible person.
    - iii) Assessments will be reviewed if there are changes in equipment or substances in use or if problems arise
    - iv) The Company will take any necessary action to reduce risks including providing personal protective equipment
    - v) Work will not take place with hazardous substances for which an assessment has not been made
  - b) Preventing or Controlling Exposure to Hazardous Substances
    - i) The Company will either prevent or control exposure to hazardous substances by:
      - ii) Examining the need to use the hazardous substance.
      - iii) Redesigning the process to remove the hazardous substance.
      - iv) Substituting with another substance which is likely to be less hazardous.
      - v) Providing personal protective equipment and ensuring such equipment is properly used.
      - vi) Providing adequate local and general ventilation.
      - vii) Ensuring safe systems of work and safe handling procedures.
      - viii) Ensuring good housekeeping practices to minimise accidental contact.
      - ix) Ensuring that only competent and properly qualified contractors are engaged to carry out work involving hazardous substances on Company premises.
  - c) Information and Training
    - i) The Company will provide employees exposed to hazardous substances with full information and training about hazards and the way of reducing and avoiding risk.
    - ii) Information will be given on the reasons for personal protective equipment and clothing and training on how to use it.
    - iii) Training will include methods of control and emergency procedures.
  - d) Instructions to Employees
    - i) Use any protective equipment or clothing provided.

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- ii) Report any faults/defects with protective equipment or clothing to your Line Manager.
  - iii) Clear up any spillage immediately.
  - iv) Report any symptoms associated with the use of hazardous substances to your Line Manager.
  - v) Report any accident or near miss involving hazardous substances to your Line Manager.
  - e) Instructions to Managers
    - i) Ensure that hazardous substances are used only by people trained and instructed in their safe usage.
    - ii) Ensure that hazardous substances are correctly labelled.
    - iii) Ensure that assessments are performed, recorded and reviewed.
    - iv) Ensure that employees receive appropriate instruction and training, in particular on cleaning, storage, disposal and emergency procedures and precautionary measures.
  - f) Employee Security
    - i) Where possible work will be organised to avoid long periods of lone working by any employee to avoid safety risks.
    - ii) Where appropriate the responsible person will take reasonable steps to minimise risks to employees who work alone.
  - g) Security of Premises
    - i) The Company will take reasonable steps to ensure that premises are secure against intruders.
    - ii) Secure doors and locks will be provided at all entry points.
    - iii) Window locks will be fitted to opening windows.
    - iv) A security system, such as an entry form, will be installed to identify callers to the premises.
    - v) Each employee has an obligation to ensure that all external security doors are kept closed.
  - h) Incident reporting and recording
    - i) All incidents should be reported to the responsible person and recorded in the Accident Book.
    - ii) Incidents will be brought to the attention of the responsible person as soon as possible.

## A.12. External Accident reporting

- 12.1. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) places a duty on employers to report the following events to the Local Authority's Environmental Health Department:
- a) Fatal accidents
  - b) Major injury or conditions requiring medical treatment



- c) Dangerous occurrences
- d) Accidents causing incapacity for more than three days
- e) Certain work related diseases
- f) Certain gas incidents

12.2. The responsible person will ensure that the following procedures are followed in relation to RIDDOR:

- a) That fatal accidents, major injuries or conditions (involving more than seven days incapacity) and dangerous occurrences are reported to the local Environmental Health Department immediately by telephone and that this is followed up by a written report using Form F2508 within seven days.
- b) That a written report is sent within seven days to the local Environmental Health Department on Form F2508 for all accidents causing more than three days incapacity for work.
- c) If an employee dies within one year of a reportable accident the Environmental Health Department is notified.
- d) That reportable events are also notified to the local Environmental Health Department using form F2508.
- e) That reportable diseases are notified to the local Environmental Health Department immediately using Form F2508A.
- f) That records of every reportable accident, occurrence, incident and disease are kept for at least three years.