

Accounts & Administration Procedures

Document Ref:	<b>Health &amp; Safety Policy</b>	Rev:	Date:
HS001		13	14 Nov 2018

**1. Policy Statement**

We are committed to ensuring the health and safety of our staff, contractors, visitors and anyone else affected by our business activities and to providing a safe environment for all those attending both our premises and those of our clients during our work there.

In particular we are committed to maintaining safe and healthy working conditions through control of the health and safety risks arising from our work activities.

The nature of our business means that the risks our employees face both at our premises and on our clients' sites is continually changing and our overall attitude therefore has to be one of "Active Risk Management". Even though we prepare documentation to assess the risks in the work we do, and formulate safe systems and methods of working, our employees must be ever mindful of the changing nature of what we do. All employees are actively encouraged to continually re-assess their working methods and systems, so that we can react positively to changing circumstances and ensure that safe working continues.

**2. Who is covered by this policy?**

This policy applies to those working at all levels and grades, including senior managers, officers, directors, employees, consultants, contractors, trainees, homeworkers, part-time and fixed-term employees, casual and agency staff (collectively referred to as staff in this policy).

**3. What is covered by this policy?**

In accordance with our health and safety duties, we are responsible for:

- Assessing risks to health and safety and identifying ways to overcome them.
- Providing and maintaining a healthy and safe place to work and a safe means of entering and leaving our premises, including emergency procedures for use when needed.
- Providing information, instruction, training and supervision in safe working methods and procedures as well as working areas and equipment that are safe and without risks to health.
- Ensuring that equipment has all necessary safety devices installed, that equipment is properly maintained and that appropriate protective clothing is provided.
- Promoting co-operation between members of staff to ensure safe and healthy conditions and systems of work by discussion and effective joint consultation.
- Regularly monitoring and reviewing the management of health and safety at work, making any necessary changes and bringing those to the attention of all staff.

Approved for use by:	Mike Hutt	Signed:		Position:	Technical Director	Date:	Nov 2018
----------------------	-----------	---------	---	-----------	--------------------	-------	----------

- Regularly reviewing this policy and our associated procedures on a regular basis and making any necessary changes.

#### **4. Standards of workplace behaviour**

You must co-operate with the Company on health and safety matters and comply with all health and safety instructions.

You must take reasonable care of your own health and safety and that of others by observing safety rules applicable to you and following instructions for the use of equipment (including safety equipment and protective clothing).

Any health and safety concern, however trivial it might seem, including any potential risk, hazard or malfunction of equipment, must be reported to your Line Manager.

To be clear, we actively encourage you to report any concern. Our clear aim is to improve continuously, and we cannot do this without your help!

You must co-operate in the investigation of any accident or incident that has led, or which we consider might have led, to injury.

Failure to comply with health and safety rules and instructions or with the requirements of this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

#### **5. Information and consultation**

We are committed to providing information, instruction and supervision on health and safety matters for all staff as well as consulting with them regarding arrangements for health and safety management.

#### **6. Equipment**

All staff must use equipment in accordance with operating instructions, instructions given by managers. Any fault with, damage to or concern about any equipment or its use must immediately be reported to your Line Manager.

Employees must ensure that health and safety equipment is not interfered with and that any damage is immediately reported.

No member of staff should attempt to repair equipment unless trained and designated to do so. Failure to report damage to or a fault with equipment or failure to use it as directed may result in action under our Disciplinary Procedure.

#### **7. Accidents and first aid**

Any accident at work involving personal injury should be reported to your Line Manager so that details can be recorded. All staff must cooperate with any resulting investigation.

Details of first aid facilities and trained first aiders are displayed on the notice boards.

If you are in any doubt at any time about what action to take, ask your Line Manager.

If you suffer an accident at work you (or someone on your behalf) must report that fact to Line Manager as soon as possible. All accidents should be reported, however trivial. The accident will be recorded.

## **8. National Health alerts**

In the event of an epidemic or pandemic alert we will organise our business operations and provide advice on steps to be taken by staff, in accordance with official guidance, to reduce the risk of infection at work as far as possible. Any questions should be referred to your Line Manager.

It is important for the health and safety of all our staff that you comply with instructions issued in these circumstances. Failure to do so will be dealt with under our Disciplinary Procedure.

## **9. Emergency evacuation and fire precautions**

Whether you are in company premises or a client's site, you should familiarise yourself with the instructions about what to do in the event of a fire. You should also know where the fire extinguishers are, and ensure that you are aware of your nearest fire exit and alternative ways of leaving the building in an emergency.

You should notify your Line Manager as soon as possible if there is anything (for example, impaired mobility) that might impede your evacuation in the event of a fire.

- If you discover a fire you should not attempt to tackle it unless you have been trained or feel competent to do so. You should operate the nearest fire alarm and, if you have sufficient time, report the location of the fire.
- On hearing the fire alarm you should remain calm and walking quickly, not running, evacuate the building or work site immediately, following the instructions of the fire wardens. Do not stop to collect personal possessions and do not re-enter the building until you are told that it is safe to do so.

## **10. Risk Assessments**

General workplace risk assessments are carried out when required or as reasonably requested by members of staff or management. Managers are responsible for ensuring that any necessary risk assessments are undertaken and that recommended changes to the workplace and working practices are implemented.

Specific Risk Assessments (and associated work Method Statements) are carried out at each of our clients' sites to ensure that our employees and contractors are not only aware of risks to their health, but work in a safe manner.

## 11. Computers and display screen equipment

If you habitually use a computer screen or other display screen equipment (DSE) as a significant part of your work:

- you should try and organise your activity so that you take frequent short breaks from looking at the screen;
- you are entitled to a workstation assessment; and
- you are entitled to have an eye and eyesight test carried out by an optician.

You should contact your Line Manager to request a workstation assessment or an eye test.

Eye tests should be repeated at regular intervals as advised by the optician, usually every two years. However, if you experience visual difficulties which may reasonably be considered to be caused by DSE work (such as headaches, eyestrain, or difficulty in focusing) you can request a further eye test at any time.

We will pay the cost of eye tests. We will not normally pay for the cost of glasses or contact lenses, unless the optician advises that you have visual defects requiring glasses specifically designed for the distance of the display screen, and which cannot be corrected by normal glasses or contact lenses.

## 12. Status of this Policy

This document does not constitute a contract nor does this document bestow contractual rights on the grounds of custom and practice and the Company does not intend to be contractually bound by the wording of this document.

Signed:  
Technical Director



Dated: 14<sup>th</sup> November 2018