



HEALTH & SAFETY POLICY



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Introduction

It is the policy of the Company to provide and maintain safe, healthy working conditions, equipment and systems of work for all our employees and any temporary or agency workers and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility, so far as is reasonably practicable, for the health and safety of visitors, contractors and other people who may be affected by our activities.

This policy document, although comprehensive, is supplemented by additional information available to employees. Details on how to access this information can be obtained from the office.



Section 1: Health & Safety Policy Statement

Health & Safety Policy Statement

It is the policy of the Company to comply with the terms of the Health and Safety at Work etc. Act 1974 and related legislation. The company health and safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident-free workplace.

All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objective.

The company also recognise and accept their duty to protect the health and safety of all visitors to the company, including contractors and temporary employees, as well as any members of the public who might be affected by our operations.

While the management of the company will do all that is within its powers to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the company. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well being of any other person.

The management of the company will provide every employee with the training necessary to carry out their tasks safely. However if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is the employee's duty to report this to their supervisor. An effective health and safety programme requires continuous communication between employees at all levels. It is therefore every employee's responsibility to report immediately any situation which could jeopardise the well being of themselves or any other person.

All injuries, however small, sustained by a person at work must be reported to the their supervisor. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

The company health and safety policy will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur. The policy will be reviewed and updated every 12 months unless legislative changes necessitate more frequent changes.

The specific arrangements for the implementation of this policy and the personnel responsible are detailed in the following pages.

Signed:

A handwritten signature in black ink, appearing to read 'John Ryan', is written over a horizontal line.

John Ryan Managing Director

Date: 08 March 2018



Section 2. Management of Health & Safety at Work Regulations

A Company Health & Safety Policy Statement is set out in Section 1.

Training

Employees will complete induction training whereby training needs are identified which may involve attendance at recognised commercial courses.

Risk Assessments

Risk assessments may be carried out if found necessary using the following criteria:

- Look for the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide whether existing precautions are adequate or if more can be done
- Record your findings and make relevant employees aware of the risks & controls
- Review your assessment annually and revise it if necessary, re-training as necessary

Environmental Control

Projects will include measures so that environmental impact and waste generation can be minimised both for office and or other activities.

Office Equipment

Will be operated and maintained (with records kept) in accordance with the manufactures/suppliers recommendations and current electrical safety legislation and display screen equipment regulations.

Emergency Procedures/ Fire and Communications

Named individuals will be identified to deal with emergency situations, including emergency contacts.

Medical Facilities/ Welfare

Location of First Aid facilities identified together with first aiders and appropriate welfare facilities will be provided.

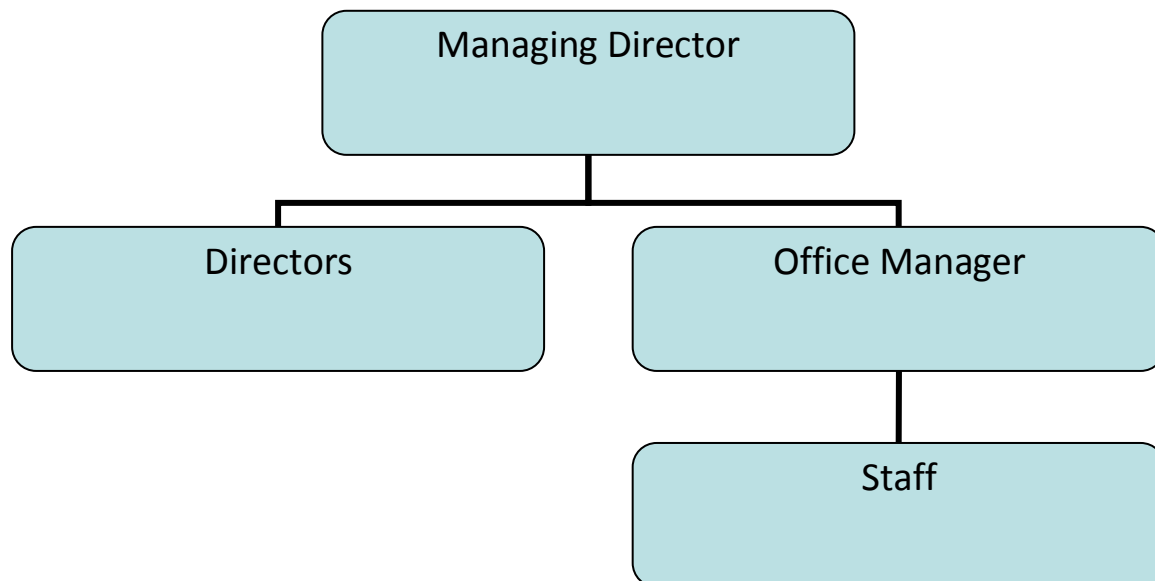
Records

A process for accident, health and training records will be maintained and monitored.

Monitoring the Effectiveness of the Policy

Regular and continuous audits will be carried out by a competent person reviewed and overseen by the Managing Director through Health & Safety meetings.

Organisation Chart



Section 3. Responsibilities Under This policy

Managing Director

The MD shall have responsibilities for the following:

- The provision and maintenance of safe and healthy working conditions for the workforce and others affected by work activities. These conditions will conform at least to the minimum laid down by statute.
- Ensuring that all persons are made aware of their individual responsibilities and duties.
- To consult with the employees of the Company on matters relating to health, safety and welfare matters.
- Ensuring that regular and frequent office inspections of H&S compliance are carried out.
- Setting up and administration of an adequate system of accident reporting and investigation.
- Setting up a system of discipline for cases where a breach of this policy occurs or where duties are not properly carried out.
- To arrange for all necessary insurance's, certificates, statutory tests, examinations and inspections of facilities.
- To arrange for the investigation, recording and reporting of accidents to enforcing authorities and insurers.
- To arrange fire risk assessments are carried out and fire fighting equipment and maintenance at the company's offices. Ensure that fire fighting systems are available at all times, correct for the perceived risk and maintained. Keep records.
- Ensuring that adequate first aid, welfare and toilet facilities are available and adequately maintained.
- Ensure that all staff, are trained, with certificate copies held, as appropriate.

Office Manager (or nominated deputy – Office Administrator)

The Office Manager or officer have the following duties:

- Read and understand the company safety policy.
- Carry out its requirements and work in a safe manner at all times.
- Report defects in facility, equipment or materials immediately to the director.
- Maintain all equipment in good condition.



- Use equipment only for the purpose for which it is intended.
- Use only the equipment upon which you have been instructed/experienced.
- Not to take part in 'horse play' or dangerous practical jokes whilst at work.
- Report to the management, any injury to yourself or ill health, which results from a works accident, even if it appears to be only very minor and may not stop you working.
- Make suggestions whereby the safety of current working arrangements could be improved.
- Inform management of any medication/drugs, which you are taking and which shall affect your capacity for work, or treatment following an accident.
- To read, understand and promote the company's safety policy and ensure its effectively implemented.
- To ensure all employees conform to the policy and co-operate with Office supervision.
- To ensure that employees are trained and instructed in health and safety matters.
- To ensure that risk assessment information is available to employees and kept in the office.
- To ensure that office areas to which occupiers or visitors have access are maintained to ensure their safety.
- To ensure that all employees are aware of the risk assessment information provided in any safety information
- Ensure that the first aid kit and fire fighting equipment is available at all times and any defects resolved.
- Set a personal example at all times.

Drivers and Office Staff

Employees (as above) have a duty to:

- Comply with, and read the provisions of this policy.
- Work in a safe manner not placing themselves or any other person at risk.
- Ensure that any injury sustained by their activities are reported to their supervisor without delay.
- Keep all workplaces clean and tidy and to clear them periodically as work progresses.

External Consultant Safety Advisor

The company will utilise the services of a qualified safety consultant to advise management on health and safety matters pertaining to current activities. Information concerning legislation changes, codes of practice and guidance notes together with regular inspections and accident investigations as necessary, fulfil the main service.

Safety Personnel

The person with overall and final responsibility for health and safety in the company is the Managing Director.



Section 4. Consultation, Communication & Co-Operation

In line with the H&S – Consultation with employees Regulations 1996, the Information for Employees Regulations 1989 and the Safety Representatives and Committees Regulations 1977, the management of the company will encourage employees involvement in establishing and reviewing H&S compliance and to communicate to senior staff their commitment to safety. Also to ensure that employees are familiar with the contents of the company health and safety policy. The company will communicate with its employees through meetings, orally, information on notice boards, in writing, in the form of directives and this policy statement, and by example. For the company to build and maintain a healthy and safe working environment, co-operation between employees at all levels is essential.

- All employees are expected to co-operate and to accept their duties under this policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform their duties under this policy.
- Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the company.

Section 5. Display Screen Equipment Regulations 1992

It is the policy of the company to comply with the H&S (Display Screen Equipment) Regulations 1992.

- The company will conduct health and safety assessments of all workstations staffed by employees who use VDU screens as part of their usual work and if appropriate comply with legislation's requirements.
- The risks to users of VDU screens will be reduced to the lowest extent reasonably practicable. VDU screen users will be allowed periodic breaks in their work. Eyesight tests can be provided for VDU users on request
- Where necessary VDU screen users will be provided with the basic necessary corrective equipment such as glasses or contact lenses.
- All VDU screen users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.

Section 6. Electricity at Work Regulations 1989

Ensure that the Electrical Installation is Safe

- Install new electrical systems to a suitable standard, e.g. BS 7671 *Requirements for electrical installations*, and then maintain them in a safe condition;
- Existing installations should also be properly maintained; It is recommended that fixed installations are inspected and tested periodically by a competent person.
- Provide enough socket-outlets - overloading socket-outlets by using adaptors can cause fires.

Provide Safe and Suitable Equipment

- Choose equipment that is suitable for its working environment
- Ensure that equipment is safe when supplied and then maintain it in a safe condition
- For portable equipment, use socket-outlets which are close by so that equipment can be easily disconnected in an emergency
- The ends of flexible cables should always have the outer sheath of the cable firmly clamped to stop the wires (particularly the earth) pulling out of the terminals
- Protect light bulbs and other equipment which could easily be damaged in use. There is a risk of electric shock if they are broken



Carry out Preventative Maintenance

All electrical equipment and installations should be maintained to prevent danger. It is strongly recommended that this includes an appropriate system of visual inspection and, where necessary, testing. The frequency of inspections and any necessary testing will depend on the type of equipment, how often it is used, and the environment in which it is used. Equipment users can help by reporting any damage or defects they find.

Section 7. Fire Safety Regulations 2006

The Company's will carry out a Fire Risk Assessment on their premises to eliminate or reduce any identified risks. The company's fire safety policy and procedures will take account of special fire hazards in specific areas of the workplace with the assistance of expert help, if necessary.

- Management are responsible for ensuring compliance with fire safety and prevention codes, for reviewing company practices and procedures and co-ordinating inspecting and testing fire fighting, prevention and protection equipment and for advising on safe practices and procedures.
- The person(s) with responsibility for the maintenance and testing of fire alarms and fire fighting equipment is the M.D. and office manager.
- All employees within the firm have a duty to report immediately any fire, smoke or potential fire hazards to the fire service (dial 999).
- All employees have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves taking care in keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.
- Directors are responsible for the provision and maintenance of fire prevention and detection equipment.
- Line Managers are responsible for keeping their operating areas safe from fire, ensuring that their staff is trained in proper fire prevention practices and emergency procedures.

Fire Fighting Equipment

- Fire extinguishers are located at strategic points throughout the workplace. Employees who are trained to are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous the employee should activate the alarm and evacuate the building immediately.
- Fire alarms tested weekly from a different call point and check that it is audible in all areas.
- Fire drills to be held regularly (12 month intervals) and records kept.

Fire Exits

- Fire exits are located at strategic points throughout the workplace. Exit doors and corridors must never be locked, blocked or used as storage space.
- Emergency lighting has been installed in exit corridors, above emergency exit doors and throughout the workplace in case of power failure.

Emergency Evacuation Procedure

In the event of the fire alarm being activated, or in any other emergency situation (such as a bomb scare), all employees must leave the building by the nearest available exit and assemble at the designated assembly point. The designated assembly points for each department are shown on the Emergency Evacuation Procedure for each floor. Refresher review of practice fire drills will be conducted annually to ensure employee familiarity with emergency evacuation procedures.

Section 8. First Aid at Work Regulations 1981(Amendments made 2013)

The Health and Safety (First-Aid) Regulations 1981 require the company to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to your employees if they are injured or become ill at work. What is adequate and appropriate will depend on the circumstances in your workplace and you should assess what your first aid needs are.

The minimum first-aid provision on any work site is:

- A suitably stocked first-aid box
- An appointed person to take charge of first-aid arrangements



It is also important to remember that accidents can happen at any time. First-aid provision needs to be available at all times people are at work.

The company is required by law to make an assessment of significant risks in the workplace, detailing the risks of injury and ill health based on the work activities, the work environment and other relevant factors.

Section 9. General Safety Rules

- All employees should be aware of and adhere to the disciplines contained in this policy statement.
- All employees shall immediately report any unsafe practices or conditions to the relevant authority
- Any person under the influence of alcohol or any other intoxicating drug which might impair working skills or judgement, whether prescribed or otherwise, shall not be allowed to work.
- Horseplay, practical joking or any other acts, which might jeopardise the health and safety of any other person, are forbidden.
- Any person whose levels of alertness and / or ability are reduced due to illness or fatigue will not be allowed on the job if this might jeopardise the health and safety of that person or any other person.
- Employees shall not adjust, move or otherwise tamper with any electrical equipment or office machinery in a manner not within the scope of their duties, unless qualified and requested by a senior member of staff.
- All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other employees.
- No employee should undertake a job, which appears to be unsafe.
- No employee should undertake a job until he or she has received adequate safety instruction and is authorised to carry out the task.
- All injuries must be reported to the Office Manager (or deputy) or a delegated representative.
- Employees should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to their supervisor.
- Work shall be planned and supervised to avoid injuries in the handling of heavy materials.
- All employees are expected to attend safety meetings if required.

Working Environment

- Work areas must be kept clean and tidy.
- Any spillage must be cleaned up immediately.
- Waste materials and rubbish must be properly stored and removed routinely.

Section 10. Manual Handling Operations Regulations 1992

It is the policy of the company to comply with the Manual Handling Operations Regulations 1992.

- Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury.
- Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.
- All possible steps will be taken to reduce the risk of injury to the lowest level possible.



Section 11. Work Equipment

In accordance with the Provision and Use of Work Equipment Regulations 1998 the Company will ensure that it provides a safe working environment in relation to work equipment safety and to ensure all employees receive appropriate information and training in their work equipment as follows:

- No work equipment will be used by employees until it has been inspected fully at installation stage.
- No work equipment will be used unless it is inspected regularly, e.g. on an annual basis or after upgrades.
- Full maintenance and inspection records will be kept for all work equipment.
- Annual "PAT" testing of all electrical equipment used will be carried out and recorded.

The Company will ensure that operations which present risk to employees in respect to work equipment will be eliminated or reduced to as low a level as reasonably practicable. Measures to achieve this include consideration of all activities and equipment used for each work task undertaken.

An assessment of risk in relation to work equipment will be carried out by a competent person.

Section 12. RSI (Repetitive Strain Injury) and ULDs (Upper Limb Disorders)

As an employer, you have a legal duty under the Health and Safety at Work etc Act 1974 and Management of Health and Safety at Work Regulations 1999 to prevent work-related ULDs or to stop any cases getting worse. If you do not manage the risk of ULDs to employees you run the risk of legal action and possible compensation costs.

What is the difference between RSI and ULDs?

They basically refer to the same conditions, although the term repetitive strain injury (RSI) is used by some to refer to pain in the arm when working with computers. The term ULDs covers a range of over 20 medical conditions. HSE prefers to use the general term ULD because problems might not be due to strain and there may not be any sign of injury.

ULDs can be successfully managed in the workplace by:

- Assessing the risks - this means looking around your workplace to see which jobs may cause harm.
- Reducing the risk of ULDs – this could mean changing the way work is organized.
- Helping sufferers back to work.
You are more likely to succeed if you.
- Involve employees early and at every stage.
- Provide information and training to all those involved.
- Design the job to fit the employee.

Section 13. Smoke Free Premises Regulations

- Smoking will be prohibited in all "enclosed" areas of the workplace and company vehicles except any external areas which have been specifically designated as remote smoking areas (i.e. external "bus shelter" type facility with suitable signs and facilities for smokers).
- These must not create a risk of passive smoking to non-smokers so will be away from entrances/exits, passageways or direct walking routes.
- No Smoking signs will be prominently displayed in all working areas
- Designated Smoking areas should at all times be kept fire safe.
- Combustible materials must never be stored or allowed to accumulate in areas where smoking is permitted.



Mobile phones

Mobile phones should only be used in company vehicles or in own vehicles on company business in line with current legislation (i.e. hands free) see below:

- Hand-held mobile phones should never be used whilst driving.
- The use of hands-free kits should also be kept to an absolute minimum.
- Ideally mobile phones should be turned off whilst driving and messages checked at the destination.
- Texting is not permitted at any time whilst driving.

Vehicle Accident Procedures

If a vehicle is involved in an accident, the driver **Must**:

- Stop
- Give his own name and address
- Give the name and address of the vehicle's owner.
- Give the vehicle registration number to any person having reasonable grounds for requiring it.
- Take the aforementioned from anyone involved or witnessing the accident.

The driver must report the accident to the office as soon as possible, where a statement will be taken and reported to the insurance company. Drivers should also report the accident to the nearest police station and request the log number relating to his report, if a personal injury has occurred.

Section 14. Workplace (HSW) Regulations 1992

The Workplace (Health, Safety and Welfare) Regulations 1992 cover a wide range of health, safety and welfare issues and apply to most workplaces.

Ventilation

Workplaces need to be adequately ventilated. Fresh, clean air should be drawn from a source outside the workplace, uncontaminated by discharges from flues, chimneys or other process outlets, and be circulated through the workrooms.

Ventilation should also remove and dilute warm, humid air and provide air movement which gives a sense of freshness without causing a draught. If the workplace contains process or heating equipment or other sources of dust, fumes or vapours, more fresh air will be needed to provide adequate ventilation. Windows or other openings may provide sufficient ventilation but, where necessary, mechanical ventilation systems should be provided and regularly maintained.

Temperatures in Indoor Workplaces

Environmental factors (such as humidity and sources of heat in the workplace) combine with personal factors (such as the clothing a worker is wearing and how physically demanding their work is) to influence what is called someone's 'thermal comfort'.

Individual personal preference makes it difficult to specify a thermal environment which satisfies everyone. For workplaces where the activity is mainly sedentary, for example offices, the temperature should normally be at least 16 °C. If work involves physical effort it should be at least 13 °C (unless other laws require lower temperatures).

Lighting

Lighting should be sufficient to enable people to work and move about safely. If necessary, local lighting should be provided at individual workstations. Lighting and light fittings should not create any hazard. Automatic emergency lighting, powered by an independent source, should be provided where sudden loss of light would create a risk.



Cleanliness and Waste Materials

Every workplace and the furniture, furnishings and fittings should be kept clean and it should be possible to keep the surfaces of floors, walls and ceilings clean. Cleaning and the removal of waste should be carried out as necessary by an effective method. Waste should be stored in suitable receptacles.

Room Dimensions and Space

Workrooms should have enough free space to allow people to move about with ease. The volume of the room when empty, divided by the number of people normally working in it, should be at least 11 cubic metres. All or part of a room over 3.0 m high should be counted as 3.0 m high. 11 cubic metres per person is a minimum and may be insufficient depending on the layout, contents and the nature of the work.

Workstations and Seating

Workstations should be suitable for the people using them and for the work they do. People should be able to leave workstations swiftly in an emergency. If work can or must be done sitting, seats which are suitable for the people using them and for the work they do should be provided. Seating should give adequate support for the lower back, and footrests should be provided for workers who cannot place their feet flat on the floor.

Windows

Openable windows, skylights and ventilators should be capable of being opened, closed or adjusted safely and, when open, should not pose any undue risk to anyone.

Windows and skylights should be designed so that they may be cleaned safely. When considering if they can be cleaned safely, account may be taken of equipment used in conjunction with the window or skylight or of devices fitted to the building.

Welfare

Sanitary Conveniences and Washing Facilities

Suitable and sufficient sanitary conveniences and washing facilities should be provided at readily accessible places. They and the rooms containing them should be kept clean and be adequately ventilated and lit.

Washing facilities should have running hot and cold or warm water, soap and clean towels or other means of cleaning or drying. If required by the type of work, showers should also be provided.

Men and women should have separate facilities unless each facility is in a separate room with a lockable door and is for use by only one person at a time.

Drinking Water

An adequate supply of high-quality drinking water, with an upward drinking jet or suitable cups, should be provided.

Water should only be provided in refillable enclosed containers where it cannot be obtained directly from a mains supply. The containers should be refilled at least daily (unless they are chilled water dispensers where the containers are returned to the supplier for refilling). Bottled water/water dispensing systems may still be provided as a secondary source of drinking water.

Facilities for Rest and to Eat Meals

Suitable and sufficient, readily accessible rest facilities should be provided. Seats should be provided for workers to use during breaks.



Rest areas or rooms should be large enough and have sufficient seats with backrests and tables for the number of workers likely to use them at any one time, including suitable access and seating which is adequate for the number of disabled people at work.

Where workers regularly eat meals at work, suitable and sufficient facilities should be provided for the purpose. Such facilities should also be provided where food would otherwise be likely to be contaminated.

Work areas can be counted as rest areas and as eating facilities, provided they are adequately clean and there is a suitable surface on which to place food. Where provided, eating facilities should include a facility for preparing or obtaining a hot drink. Where hot food cannot be obtained in or reasonably near to the workplace, workers may need to be provided with a means for heating their own food (e.g. microwave oven).

Canteens or restaurants may be used as rest facilities provided there is no obligation to purchase food.

Suitable rest facilities should be provided for pregnant women and nursing mothers. They should be near to sanitary facilities and, where necessary, include the facility to lie down.

Section 15. Young Persons

The company may employ persons under eighteen (18) years old. As a requirement of the Management of Health and Safety at Work Regulations 1999, the company will ensure that the risks to young people at work are assessed before they start work.

The company lets the parents of school-age children know the key findings of the risk assessment and the control measures taken, if required. Suitable training is provided for apprentice workers. Apprentices are always supervised by a senior employee and are excluded from work activities that are regarded as too hazardous.

Section 16. Visitors

The Company has a duty to ensure the safety and welfare of all visitors whilst on Company premises and to provide, where necessary, adequate information on any task that could prove hazardous. All visitors must be accompanied by their host at all times and made aware of the following:

- The relevant health and safety arrangements that apply.
- Arrangements for notifying reception of their arrival and departure from the building.
- The company smoking policy.
- What to do in the event of an emergency evacuation including the location of Assembly Points.
- The provisions of first aid, and what to do in the event of an accident whilst on the premises.

Note: It is a legal requirement that any accident or injury incurred by a visitor, whilst on Company premises, is reported.



Section 17. Health and Safety Induction Training

In order to secure the health and safety of all employees, the Company will provide health and safety training to new employees, and this will be incorporated into general induction training.

Induction training should commence on the first day of employment so that employees are familiar with basic procedures once they are at their place of work. Where this is not possible, induction training will take place as soon as possible after the employee has started work. Induction training is intended not only to pass on technical information but also to acquaint newcomers with the culture of the Company, and thus encourage them to adopt acceptable standards of conduct.

The induction training programme will last as long as required and is dependent on the experience of the new employee and the amount of information required to enable them to work safely.

Section 18. Working Hours

The Company acknowledges that excessive working hours can lead to ill health and increased risk of accidents and will therefore do all that is reasonably practicable to ensure that tasks and operations can be carried out without unreasonable demands being made on the time of the employee.

The Company will assess the level of risk, plan all work and provide sufficient resources. Where there are statutory requirements for limits on working hours, e.g. driving vehicles over 3.5 tonnes, the Company will ensure that records are kept and regularly inspected.

Should employees feel that their health or welfare is put at risk by the hours they are expected to work, they should report to their immediate manager. The Company will liaise with employees to ensure that adequate discussions take place.