

The Company recognises that it is responsible for ensuring, so far as is reasonably practicable, the health, safety and welfare at work of its employees. The Company believes that the pro-active management of health and safety issues is an integral part of its obligations to its employees and to the wider community. This policy statement sets out in broad terms the legal responsibilities owed by the Company and by employees in relation to health and safety issues. It will only be possible for the Company to comply with these legal obligations if both its employees and any self-employed third parties on the Company's premises understand that they are under a duty to take reasonable care for the health and safety of themselves and any of their colleagues who may be affected by their acts or omissions and they are required to co-operate with the Company to enable the Company to perform its obligations.

Section 7 of the Health and Safety at Work Act 1974 places a duty on every employee to take reasonable care for his or her own health and safety and that of other persons who may be affected by his or her actions.

All requests, suggestions or complaints concerning matters of health, safety and the environment must in the first instance be referred to your Manager who will keep a written record.

Every person employed has a legal responsibility to:

- Take reasonable care of themselves and of other people who may be affected by their acts or omissions at work;
- Avoid misuse of anything which is provided for his or her health, safety and welfare;
- Co-operate with the Company to enable the requirements of the law to be observed;
- Report every accident or potential hazard to your Manager.

If you have any concerns in relation to the health and safety of your working environment or any working practices you should normally follow the procedure detailed below:

- You should make your concerns known to your Manager. He or she will discuss with you your concerns and try to resolve the matter quickly. In order to do this he or she may request in appropriate circumstances, that you set out your concerns in writing. Any decision or action proposed by him or her will where appropriate be set out in writing and given to you.
- The Company will make every effort to deal consistently with such disclosures in a fair, objective and discreet manner. Any employee who has concerns about health and safety within the workplace will not be punished or victimised for his or her disclosures of confidential information in good faith. Any victimisation or harassment of the employee by any other employee, supervisor or manager for having raised legitimate concerns will constitute gross misconduct, which may result in the summary dismissal of that other employee, supervisor or manager.

The following pages apply to all Company employees. They do not limit or detract from the legal responsibilities imposed by current legislation on individuals.

### **General Safety Procedures**

- Horseplay and throwing articles is dangerous and strictly forbidden.
- Any unsafe condition should be reported without delay to your Supervisor or Manager.
- If you feel ill, or have any condition which may affect your safety or the safety of others, inform your Manager immediately. Permission from your Manager must be obtained before you leave your place of work, except in an emergency.
- Any injury sustained at work, however slight, must be reported to your Manager, and recorded in the accident book and a report form completed.
- Ensure that you know the location of emergency equipment such as fire extinguishers, and fire alarm points in your area of work. You must also be aware of the correct evacuation procedure and your designated assembly point.

### **Housekeeping**

Good housekeeping is essential to the maintenance of a healthy and safe workplace. It also contributes to the efficiency of the Company and services provided.

- Use the proper receptacles for waste and rubbish.
- Always wrap waste food before putting it in a waste receptacle. Unwrapped food attracts vermin.
- All spills must be cleaned up and reported immediately.
- The risk of slips and falls is greatly increased by items left lying on the floor.

### **General Waste**

General waste must be removed by the cleaners.

### **Personal Hygiene**

A good standard of personal hygiene is one of the best preventative measures against ill health.

- Wash your hands before eating and after using toilet facilities.
- Food is only to be eaten in the area provided.

### **Manual Handling**

- If you need to move heavy and/or awkward items, ask for help - do not try to do it alone.
- If you have to take something off a high shelf, use a pair of steps or a ladder.
- Do not over reach or clamber on chairs or tables.
- Always keep your back straight when moving equipment or pushing or moving small items of furniture.
- Position your feet to provide a stable base.
- Bend your knees. Keep your back straight, lift with your thigh muscles.
- Before lifting get a firm grip on the object using your palms and fingers.
- Hold the item close in to your body, tuck your chin in and look past the load.

- Avoid – stooping, twisting, and over-stretching.

Expectant mothers and those members of staff who are aware of a particular relevant weakness should take particular care and not attempt to lift heavy objects. If you are unable to lift an object for any physical or health related reason under no circumstances should you attempt to do so. You should inform your Manager of the problem.

### **Electrical Equipment and Installations**

You must not interfere with any electrical equipment in the workplace unless specifically employed and authorised to do so e.g. electrical engineers and IT support engineers. Do not use multi-socket adapters or extensions unless authorised by your Manager.

Electrical accidents can have very serious consequences. To help prevent them, remember these basic rules:

- Do not attempt to use or repair any faulty equipment but report it to your Manager.
- Never use electrical equipment in damp surroundings or where flammable vapours may be present, unless you know that it is suitable for that purpose.
- Do not run cables across corridors, passages or walkways.

You must not use personal electrical equipment on the Company premises unless the equipment is certified as having been tested by a competent person appointed by the Company.

### **FIRE PRECAUTIONS (WORKPLACE) REGULATIONS 1997**

#### **Fire Safety**

In order to comply with the Fire Precautions (Workplace) Regulations 1997 it is now policy for the Company to carry out fire risk assessments and to record, monitor and review. This to include emergency procedures and evacuation.

The Company will undertake the fire risk assessments and record them.

The Company safety policy and procedures take account of special fire hazards in specific areas of the workplace and, where appropriate have been compiled with assistance from a competent person or the local fire officer. The Management and staff are responsible for ensuring compliance with fire safety and prevention codes and for reviewing the Company practices and procedures.

All employees within the Company 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.

#### **Fire Detection Equipment**

In order to comply with the Fire Precautions (Workplace) Regulations 1997 it is now policy for the Company to carry out fire risk assessments and to record, monitor and review. This to include emergency procedures and evacuation.

The Company will undertake the fire risk assessments and record them.

The Company safety policy and procedures take account of special fire hazards in specific areas of the workplace and, where appropriate have been compiled with assistance from a competent person or the local fire officer. The Management and staff are responsible for ensuring compliance with fire safety and prevention codes and for reviewing the Company practices and procedures.

All employees within the Company 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.

Where possible smoke detectors and manually operated fire alarms will be located at strategic points throughout the workplace. If a smoke detector sounds it is the responsibility of any employee present to activate the alarm and evacuate the building.

### **Fire Fighting Equipment**

Fire extinguishers are located at strategic points throughout the workplace. Employees are not expected to tackle a fire themselves and fire extinguishers should only be used to fight fire as a means of self-protection and escape. If the situation is dangerous or potentially dangerous the employee should activate the alarm and evacuate the building immediately.

### **FIRE AND EMERGENCY PROCEDURE – PRECAUTIONS**

- All personnel must take note of and comply with any Fire Precaution Notices displayed in the building.
- Fire doors will be marked as such and are to be kept closed. Under no circumstances will Fire Doors be wedged open.
- Suitable and sufficient Fire Fighting Appliances will be located throughout working areas.
- Emergency fire exits will be marked as such and under no circumstances locked during working hours. All emergency fire exits will be kept clear at all times.
- All electrical equipment should be switched off when not in use, and disconnected from the mains supply at the end of each working day.

### **ACTION TO BE TAKEN IN THE EVENT OF A FIRE**

- On discovering the fire, shout FIRE – FIRE – FIRE and keep shouting until assistance has been summoned
- Set off the nearest fire alarm (if installed) by breaking the glass and pressing the button
- Only tackle the fire if this is a feasible proposition using the nearest appropriate fire fighting equipment. Fire extinguishers are only an aid to escape and not to put fires out.
- Do not endanger oneself to save property.

- When a fire has been detected call the fire brigade by dialling 999 immediately, ask for the fire service, give your name, the address of the building and the approximate location of the fire, e.g. ground floor, second floor, wood store etc.
- Evacuate the building in an orderly manner by the nearest safe exit and report to your designated assembly point

### HEALTH AND SAFETY (DISPLAY SCREEN EQUIPMENT) REGULATIONS 1992

It is the policy of the Company to comply with the law set out in the Health and Safety (Display Screen Equipment) Regulations 1992

The DSE Regulations mean any alpha numeric or graphic display screen. The regulations apply to all defined users and apparatus.

Definitions:

**USER:** any employee who habitually uses D.S.E. as a significant part of their work.

**OPERATOR:** any self-employed person who habitually uses D.S.E.

**WORKSTATION:** means any assembly of where the person works. This takes into account VDU screen, keyboard, mouse, hardware, software, printer, telephone, desk, chair, foot rest, typewriters, calculators, mobile phones.

The immediate environment: Lighting, heating, temperature, windows and ergonomics.

Other duties placed on us as employers:

- To ensure regular breaks or changes of activities.
- Regular eye tests.
- Special corrective appliances where necessary.
- To provide training and information.

To conform to our duty under the above regulations, regular assessments will be made of the workstations and records kept. There will be no charge made for eye tests or any special corrective appliances (lenses) that may be needed. We will undertake regular assessments and if deemed necessary then we will organise training to take place to make users aware of their duties and to improve working conditions.

The Company will conduct health and safety assessments of all workstations staffed by employees who use VDU screens as part of their usual work. 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 will be provided for VDU screen users on request. Where necessary VDU screen users will be provided with the basic necessary corrective equipment. 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.

### Workplace (HSW) Regulations 1992

The Company shall provide a suitable and comfortable workplace for employees in accordance with the Workplace (Health, Safety and Welfare) regulations 1992 and will provide the following within the business premises:

#### Temperature

During working hours we will endeavour to ensure that the temperature in the workplace shall provide reasonable comfort without the need for special clothing. This will be at least 13° Celsius. Where the temperature increases above this (summer) then additional cooling will be provided.

#### Lighting

Where possible natural lighting will be provided these to be kept free from unnecessary obstructions to maximise daylight. Where this is not possible then adequate lighting will be provided.

#### Welfare Provisions

Adequate toilet facilities will be provided for the number and type of staff employed within the company. These will be both male and female and where necessary suitable sanitary disposal provided for females. Hot running water will be provided either by heated supply or water heater for washing of hands.

Where possible a separate room shall be provided for staff to have rest breaks away from the workstation. This room shall have suitable seating i.e. chairs with backrests and tables sufficient for the number of staff. Suitable arrangements should be made to ensure that non-smokers are protected from the discomfort caused by tobacco smoke.

A kettle or other type of suitable water heater for making hot drinks will be provided / or vending machine.

If due to the location of the premises staff cannot obtain hot food then the Company will provide equipment suitable for the staff to heat their own food. The company may also look at providing a refrigerator for the storage of food to be heated and for dairy produce.

This area will be kept clean at all times and where food is prepared / eaten then suitable hygiene standards should be adhered to. The responsibility for cleaning should be clearly allocated. Staff have a duty to ensure that food preparation – eating surfaces do not become contaminated by substances brought in on clothing.

Pete Stevens- *Pete Stevens*  
Director