

POLICY G
HEALTH AND SAFETY POLICY



Purpose

The Company will observe the Health & Safety at Work Act (1974) and all relevant regulations and codes of procedure made under it from time to time to ensure that people who are employees and others at work on Company premises are not exposed to risks to their health & safety while working for the Company or visiting our premises.

Policy Statement

The CEO and Directors wish to pursue a policy to promote Health & Safety at work and seek the co-operation of all employees for that purpose. We will provide working conditions which comply with the relevant statutory requirements and officially approved codes of practice that are designed to ensure good standards of Health & Safety.

In so far as is it reasonably practicable we will ensure that:

- The working environment is safe and without risk to your health and that adequate provision is made with regard to the facilities and arrangements for your welfare at work;
- We provide adequate resources to ensure that proper provision can be made for Health & Safety;
- Risk assessments of equipment, premises, procedures and processes are carried out and periodically reviewed;
- We provide and maintain systems of work that are safe and without risk to health;
- Arrangements for use, handling, storage and transport of articles and substances for use at work are safe and without risks to health;
- We provide you with such information, instruction, training and supervision as is necessary to secure your Health & Safety at work and the safety of others who may be affected by your actions;
- The provision and maintenance of all plant, machinery and equipment is safe and without risk to health;
- The place of work is safe and that there is safe access to and exit from the workplace; and
- Monitoring activities are undertaken to maintain agreed standards.

Responsibilities

Management & supervisory responsibilities

Line managers are responsible for implementing and maintaining this policy throughout the organisation, and will ensure that Health & Safety considerations are given priority in planning and day to day supervision of work.

Employee responsibilities

You have a duty, whilst at work, to take reasonable care for the health and safety of yourself and of other people who may be affected by your acts or omissions and to co-operate with the Company in fulfilling its statutory duties. You must not interfere with, or misuse, anything provided in the interest of Health & Safety.

Any failure by you to comply with any aspect of the Company's health and safety procedure, rules or duties specifically assigned to you with regard to health and safety will be regarded by the Company as misconduct, which will be dealt with under the terms of the Company's disciplinary procedure.

Amendments to the policy

The Health & Safety Policy will be reviewed regularly and will be amended and updated as necessary.

Accidents at Work

Accident reporting

All accidents, injuries, and cases of ill-health caused by, or affecting, your work must be reported without delay. If you are injured, no matter how slight your injury may appear, you must always report it to your line manager and ensure that you are seen by a first-aider and that the details of your accident or injury are entered in the Accident Book by the first aider or Roberta Goodman. The Accident Book can be found in the kitchen next to the first aid box. All dangerous occurrences and 'near miss' incidents should also be reported in the same way. You must not work if you have taken medication or any other substance which could adversely affect your ability to operate plant or equipment or in any other way inhibit your ability to work safely.

If you see a situation in which a potential accident could occur or where an injury could be sustained by anyone in the building you should report it immediately to Roberta. You must report any damage to the Company or contractors' property.

You must read and comply with all notices, instructions, hazard & warning signs provided from time to time for your information.

First aid provision

A number of employees are qualified to give first aid and the first aid box is located in the kitchen area. Cathy Cornes and Darren Wycherley are the designated Company First Aiders.

Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995 (RIDDOR)

The RIDDOR policy (HSE31 - RIDDOR explained) is taken from guidelines from the Health & Safety Executive and adopted as the Company's recommendations and requirements.

Here is a link to the policy (as this is updated on the HSE website at intervals):

<http://www.hse.gov.uk/riddor/guidance.htm>

If you require any further information please contact the Health & Safety Officer, Roberta Goodman

Fire Procedures

General

As far as is reasonably practicable we will take steps to minimise the risk of fire. Darren Wycherley and Chris Baines are the Company's Fire Marshals. They are trained in basic fire prevention measures, use of fire equipment, and evacuation procedures. Fire drills will be held periodically.

You are required to observe the following:

- Corridors, stairways, steps, and other escape routes must be kept free from obstructions (such as rubbish bags, deliveries, wrappings, equipment etc) which block the escape and/or obscure alarm equipment, extinguishers or signs indicating fire exits.
- Fire doors must never be propped open (with extinguishers or wedges of any kind). Some fire doors have magnetic catches linked to the fire alarm system which close automatically when the alarm sounds. These doors are indicated with a sign.
- Any faults with lighting or other equipment should be reported to Roberta Goodman. Any concerns you may have about fire hazards should also be addressed to Roberta, so that appropriate measures can be taken to eliminate the problem.

In the event of fire

Generally, in the event of fire, you should:

- Activate the fire alarm by breaking the glass on the nearest alarm.
- Dial 999 and inform the fire brigade of the details;
- Raise the alarm;
- Follow the specific building instructions in respect of evacuation and listen to instructions from your Fire Marshal;
- Attempts to extinguish the fire should only be made if it is safe to do so;
- Assemble at the designated fire assembly point;
- Do not run, use lifts or stop to collect personal belongings; and
- Do not re-enter the building until instructed that it is safe to do so.

Bomb alerts and other incidents

It is not possible to be prescriptive about what to do in the event of a bomb warning or other similar incident but the following general rules should be observed:

- Do exactly what you are told by the emergency services, either directly or via the Premises management or staff;
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- Do whatever is necessary and sensible to reduce the risk of injury, i.e. if there is a known bomb threat and you have not been told to evacuate the building, retire to the safest

area within your building. This will normally be a building core area, away from the risk of broken/flying glass;

- If you are in the building out of normal working hours and an incident takes place, either directly affecting the building or in the close vicinity, the most senior person present must take responsibility for notifying the Company's management of the situation;
- If you are in the vicinity of an incident away from the office and your whereabouts or safety may be uncertain, please telephone your line management;
- The safety of staff and visitors is always paramount. Never jeopardise personal safety in the interest of safeguarding property or information;
- If the building is seriously damaged as a result of a major incident which occurs outside normal office hours or at a time when you are not present in the building, you should not return to the building until you have received instructions from the Company.
- If a major incident such as a terrorist incident has affected the building, you should contact the Freephone Incident Information Line on 0500 078780. It will give you an update on the incident and provide advice on any action you may need to take. This number can be accessed at any time and you will not be charged for the call.

Manual Handling

The Company is adopting the recommendations and requirements of the Health & Safety Executive for Manual Handling (INDG143 - a short guide) and a link to the current document is as follows: <http://www.hse.gov.uk/pubns/indg143.pdf>

The most recent survey of self-reported work-related illness estimated that in 2001/02, 1.1 million people in Great Britain suffered from musculoskeletal disorders (MSDs) caused or made worse by their current or past work.

Who should make the assessment?

The assessment is the employer's responsibility. Most assessments can be completed in-house.

What role can employees and their representatives play in carrying out assessments?

Employees can help carry out the assessment – you often know what problems there are and how best to solve them.

The important thing in all assessments is to identify all significant risks of injury and point the way to practical improvements.

In general try to avoid manual handling:

- Check whether you need to move it all
- Think about using handling aids or mechanisation

The regulations require Employers to:

- **Avoid** the need for hazardous manual handling, so far as is reasonably practicable;
- **Assess** the risk of injury from any hazardous manual handling that can't be avoided; and
- **Reduce** the risk of injury from hazardous manual handling, so far as is reasonably practicable.

Employees must:

- Follow appropriate systems of work laid down for their safety;

- Make proper use of equipment provided for their safety;
- Co-operate with their employer on health and safety matters;
- Inform the employer if they identify hazardous handling activities;
- Take care to ensure that their activities do not put others at risk.

Good Handling technique for lifting

- Think before lifting/handling
- Keep the load close to the waist
- Adopt a stable position
- Get a good hold
- Start in a good posture
- Don't flex the back any further while lifting
- Avoid twisting the back or leaning sideways
- Keep the head up when handling
- Move smoothly
- Don't lift or handle any more than can be easily managed
- Put down, then adjust

The task is within the guidelines if the following figures are not exceeded:

	Men	Women
Force to stop or start the load	20kg	15kg
Sustained force to keep the load in motion	10kg	7kg

For further information please visit the Health & Safety Executive website: www.hse.gov.uk or speak to the Health & Safety Officer, Roberta Goodman.

VDU Use and Eyesight Testing

Employees who are "users" of display screen equipment (DSE) (also known as visual display units or VDUs) under the Health and Safety (Display Screen Equipment) Regulations 1992, have a legal right to an eye and eyesight test, on request.

By providing eye and eyesight tests, the Company aims to improve the comfort, job satisfaction and performance of employees, by allowing the identification and correction of visual defects and thereby helping to prevent eyestrain, fatigue, stress and headaches.

Definition of a DSE user

A person is a DSE user if the following criteria apply:

- the individual normally uses DSE for continuous or near-continuous spells of an hour or more at a time;
- the individual uses DSE this way on a daily basis;
- fast transfer of information between the user and screen is an important requirement of the job; and
- the individual depends on the use of DSE to do his/her job; the individual has no discretion over the use of DSE; the individual needs significant training and/or particular skills in the use of DSE to do his/her job; or the performance requirements of the system demand high levels of attention and concentration, for example where the consequences of error may be critical.

Entitlement to eye and eyesight tests

An eye and eyesight test will be provided, on request, to all employees who work with DSE or who are being recruited to work with DSE.

The Company will provide eye and eyesight tests at regular intervals following the first test. The Company will be guided by the clinical judgment of the registered ophthalmic opticians to the frequency of repeat testing.

There is no obligation on employees to have an eye and eyesight test.

Arrangements and payment for eye and eyesight tests

Eligible employees should make a request for an eye and eyesight test in writing to their line manager.

The Company provides paid time off to attend eye and eyesight tests at a time agreed with the line manager.

Employees may make their own arrangements with a registered ophthalmic optician, and the cost will be reimbursed by the Company on receipt of written confirmation from the examining optician that the eye and eyesight test has been carried out.

A record of the test will be kept on the employee's personnel file.

Clinical information will be subject to the same confidentiality as other medical records.

Payment for glasses

Where an eye and eyesight test shows that glasses are necessary to correct eye or vision defects for the purposes of DSE work, users may choose more costly appliances (for example with designer frames or lenses with optional treatments not necessary for the work) and the Company will contribute £75.00 towards the total cost.

