

05 HEALTH AND SAFETY POLICY

1. We take very seriously our obligations and responsibilities under Health and Safety legislation. Our objective is to provide a safe working environment and a safe system of work.
2. We annually review working practices including the general working environment and individuals' work stations to ensure that best practices are adhered to or adopted and that safety hazards are identified and accidents so far as reasonably practicable are avoided. In particular we regularly monitor the safety of any equipment or machinery provided. Maintenance is regularly and scrupulously carried out and proper records are kept. All equipment and machinery provided complies with the appropriate UK standards and is designed or adapted for the purpose for which it is used. All people who use or supervise the use of such equipment or machinery are properly trained in its use including Health and Safety considerations.
3. Health and Safety guidance is given to all people and regular refresher updating sessions are held. This requires the full co-operation and participation of all people, in particular young persons, disabled persons and learners in our organisation who need to see we apply a safety-first culture. We will check people's understanding of their responsibilities for Health and Safety, ensuring targets and standards are met.
4. People have safety responsibilities. People are obliged to take reasonable care for their own safety and for the others who may be affected by their acts or omissions and to co-operate fully with us in the arrangements it makes in relation to Health and Safety matters. For example people must apply their informed judgement to:-
 - (a) Adhere to the prescribed safe system of working inside or outside our locations.
 - (b) Report any faults or defects in machinery or equipment immediately to us.
 - (c) Report any safety concerns at all immediately to us.
5. Only those qualified to do so and employed for that purpose may carry out repairs or maintenance to machinery or equipment.
6. **Safety Officer**
 - (a) We appoint a manager with responsibility as safety officer to ensure that people are at all times aware of and fully comply with obligations under Health and Safety law.
 - (b) All accidents and near misses irrespective of triviality will be reported to the Safety Officer who will ensure that any necessary preventative measures are introduced.
7. **Evacuation**
 - (a) People should be familiar with the evacuation procedures, details of which will be displayed throughout the building where people are working.
 - (b) Should people discover a fire they should immediately sound the fire alarm and notify the senior staff member present.
8. **First Aid**

All accidents must be recorded in the accident book. People will be notified who has training in First Aid. If any person becomes ill while at work and requires medical

attention arrangements will be made to call a doctor or emergency services or take the employee to Accident & Emergency at the nearest hospital.

9. Hazards and Safety Risks

People have a responsibility to report any potential Health or Safety hazard including infectious or other diseases, accidents or injuries associated with the workplace. Examples are as follows:-

- (a) Fire risks, e.g. accumulation of combustible waste, blocking or obstruction of fire doors, corridors, or smoking in non-smoking areas.
- (b) Electrical problems, e.g. worn cables, loose connections, multiple connectors to power sockets, faulty wiring or trailing cables.
- (c) Defective equipment.
- (d) Defective flooring e.g. worn or frayed carpets, uneven or slippery surfaces.
- (e) Unsuitable loading or stacking.
- (f) Broken glass.
- (g) Carelessness by persons on the premises, e.g. attempting to repair equipment without proper training.

10. Improvements

Our stakeholders are encouraged to suggest improvements to our Health and Safety policy and suggestions should be made to the Safety Officer. These are reviewed annually to continuously improve our standards.

11. Discipline

Any breach or non-observance of your employer's Health and Safety policy constitutes a disciplinary offence in respect of which people may in an appropriate case be dismissed.

12. General employer Aims

So far as is reasonably practicable we aim to achieve the following:-

- (a) Premises heated to the minimum temperature required by law.
- (b) Safe equipment and systems.
- (c) Safe methods of handling, storage and transport of articles of goods.
- (d) Provide people with information, instruction and training.
- (e) Ensure the place of work is safe with means of access and egress.
- (f) Provide a safe working environment.
- (g) We have a no smoking policy other than in designated areas.
- (h) All storage areas are safely laid out with adequate room for access in safety.

13. Display Screen Equipment

We have particular obligations where people habitually use display screen equipment as a significant part of normal work. Work stations and work routines will regularly be reviewed to ensure that they comply with the law and to ensure that the employee has adequate breaks from the use of display screen equipment. Regular and proper training will be given to minimise Health and Safety problems. Free eye and eyesight tests are available for those appointed to use display screen equipment and for those who currently use this equipment at regular intervals. We will pay for glasses prescribed for the use when operating display screen equipment but not for designer frames or for lenses other than those prescribed specifically for use in connection with the operation of display screen equipment.

14. Mental Health

We are committed to the MINDFUL EMPLOYER Charter of good practice and adhere to the aims and principles of benchmarking best practice for wellbeing at work.

Reviewed annually by Michael Oon Jun 30

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