



# HEALTH AND SAFETY POLICY

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## **1. Terms used in this Policy**

In this document the terms:

**Company**

**Employee**

Have the following meanings:

**Company** refers to ARMA (UK).

**Employee** refers to members of staff normally employed by the Company

The term safety is deemed to mean:

- i. The prevention of all injuries.
- ii. The promotion of Occupational Health, Welfare and Hygiene.
- iii. The control of any situation likely to cause damage to property or equipment.

## **2. Company Health & Safety Policy Statement of Intent**

### **Health and Safety, Environmental and Quality Policy Statement**

It is the policy of ARMA (UK) Ltd to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and others who may be affected by our activities as far as it is reasonably practicable. We will provide such information, instruction training and supervision that may be needed for this purpose.

We fully accept our responsibilities as outlined in the Health and Safety at Work, etc. Act 1974 and Regulations made under the Act and we further recognise that these legal requirements represent the minimum level of achievement and ARMA (UK) Ltd will strive to ensure that higher standards are reached.

Health and safety are responsibilities of management and they rank equally with all other indicators of success. Training will be provided as required to maintain the requisite levels of competency. Where required expert advice will be sought.

ARMA (UK) Ltd recognises the important contribution that a good safety performance can make to the overall performance of the Company by reducing injuries to ill health, protecting the environment and reducing unnecessary losses.

Through a programme of systematic risk assessment we will evaluate and reduce all risks and provide a safe and healthy workplace, protect the environment, the community and the business.

Our environmental performance will comply with all national and local regulations as a minimum and we will arrange our operations in a manner that is acceptable to the local community. We will at all times use processes, materials and products which avoid, reduce or control the impact on the environment, ensure the efficient use of energy and the minimisation of waste.

We will at all times, provide our customers with a quality product and service that meets their requirements at lowest internal cost without compromising safety or the environment.

All employees will be informed and consulted regarding our legal duties, their personal duties to themselves and others, and managerial and supervisory duties. Employees will be encouraged to participate in the making of policy as well as the implementation of procedures.

Employees will be required, as a condition of employment, to observe safe working practices and co-operate with management in carrying out this policy.

The policy will be reviewed at least annually by the Chief Operating Officer and updated as necessary and any revisions will be communicated to those affected by the changes.

The Chief Operating Officer will monitor the implementation of this policy to ensure that targets are being met and will advise management where changes are required to meet the overall objectives. The Senior Administrator will also be responsible for ensuring the effective communication of this policy and associated procedures.



17 August 2018

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Chief Operating Officer

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Date

### **3. Organisation for Health & Safety**

#### Allocation of Particular Responsibilities

#### **3.1 Organisation**

It is the policy of the Company to delegate the implementation of specific and general responsibilities for safety in accordance with its organisational structure. Therefore, the Chief Operating Officer will have responsibility for functions and employees and will normally be responsible for health and safety matters within the areas of his/her managerial control.

Where there are expectations or additions to this general rule, this will be specified and notified to all concerned.

The Job description for the Chief Operating Officer is periodically reviewed and when this occurs appropriate attention to their overall safety responsibilities and emphasis of their specific requirements within their area of control will be made.

It is the responsibility of all employees to advise the Chief Operating Officer of any instance where they are, for any reason, prevented from carrying out their responsibilities in the area of health and safety or where their instructions are being ignored by those responsible to them or relying on them for advice and information

The Health and Safety at Work Act, 1974 lays down that employees at all levels have a general responsibility to take reasonable care to ensure that they do not endanger themselves or anyone else who may be affected by their work activities, and co-operate with management and others to meet the statutory requirements.

Over and above their general responsibilities for health and safety, the following persons have particular responsibilities.

#### **3.2 Chief Operating Officer**

3.2.1 Will be responsible for establishing Company Health & Safety Policy and that this complies with current UK and EEC legislation relating to health and safety.

3.2.2 Will ensure that the policy is understood and accepted by all employees and will make sure that individual responsibilities and functions are properly assigned.

3.2.3 Will support all persons carrying out the Policy, including the provision of adequate resources (people, time, finances) are made to ensure that those responsible fulfil their responsibilities and are adequately trained and competent on health and safety.

3.2.4 Will periodically monitor the Company's health and safety performance by assessment of audit results, health & safety action plan, and

discuss health and safety as an important agenda item on management meetings.

3.2.5 Will keep the Board of Directors informed of health & safety priorities and will encourage the Board to be mindful of any safety implications of all business decisions.

3.2.6 Will encourage the Board of Directors to set an example of high personal standards and health and safety practice and discipline.

### **3.3 Health & Safety Co-Ordinator (Senior Administrator)**

3.3.1 Will advise all staff on all relevant health and safety matters.

3.3.2 To interpret the law and advise on how it applies to the Company.

3.3.3 Will provide guidance for employees in good health and safety practice.

3.3.4 Will be responsible for ensuring Safety Audits and Risk Assessments are carried out within the Company.

3.3.5 Will carry out periodic inspections of the workplace.

3.3.6 Will establish and maintain procedures for the reporting and investigation of accidents, injuries and dangerous occurrences.

3.3.7 Will liaise as necessary with Health and Safety Executive/ Environmental Health Inspectors and other specialist consultant advisers.

3.3.8 Will set an example of high personal standards of health and safety practice and discipline.

3.3.9 Will ensure that equipment, machinery and premises under their control are in a satisfactory condition and present no risk to the health and safety of personnel under their control or the general public.

3.3.10 Will ensure an operational programme so that all staff have been thoroughly instructed in all aspects of health and safety relating to their role before commencing work and also have a knowledge of the Company's Safety Policy.

3.3.11 Will take whatever steps are necessary to ensure that any work to provide for the health and safety of staff is done as soon and as efficiently as possible.

3.3.12 Will ensure that the general level of cleanliness and environmental conditions within their departments or areas of responsibility are maintained to the highest standard and comply with all statutory requirements.

3.3.13 Will ensure that all staff are aware of the appropriate procedures in the event of a fire or accident.

3.3.14 Will monitor the driving activities of those team members who regularly undertake business driving to ensure that their working hours are manageable and are not excessive particularly over consecutive working days.

### **3.4 First Aiders**

The First Aiders' duties are:-

3.4.1 To successfully complete the relevant statutory first aid at work or emergency aid training and thereafter every three years complete the relevant statutory first aid training.

3.4.2 To provide first aid treatment whilst at work in line with their training to anyone (employee, visitor, contractor) who needs it. NB: First Aiders are not authorised or expected to treat minor illnesses by issuing medication, i.e. for headaches, colds, backaches etc.

3.4.3 In the event that the casualty requires hospital treatment, it is the First Aider's responsibility to arrange transport either by ambulance if a major injury, and for minor injuries the First Aider or authorised person will accompany the casualty to hospital.

3.4.4 To fully record any accident or occupational injury in the Accident Book at the time of the accident or injury.

3.4.5 To report to the Health and Safety Co-Ordinator immediately that an accident or injury has occurred so that an Accident Record Form can be started.

3.4.6 Keep first aid boxes stocked with first aid provisions in accordance with statutory first aid guidelines.

3.4.7 Make recommendations to the Health and Safety Co-Ordinator on how first aid facilities and provisions can be improved.

### **3.5 Fire Wardens**

A Fire Warden's responsibilities will include:

3.5.1 To take charge of their area in the event of evacuation and ensure all colleagues, visitors and contractors are properly evacuated by the nearest fire exit available.

3.5.2 To undertake regular visual checks of their area to ensure all evacuation routes are kept clear and report any defects or matters of concern to the Chief Operating Officer.

### **3.6 Employees – General Duties**

An employee's duties are:-

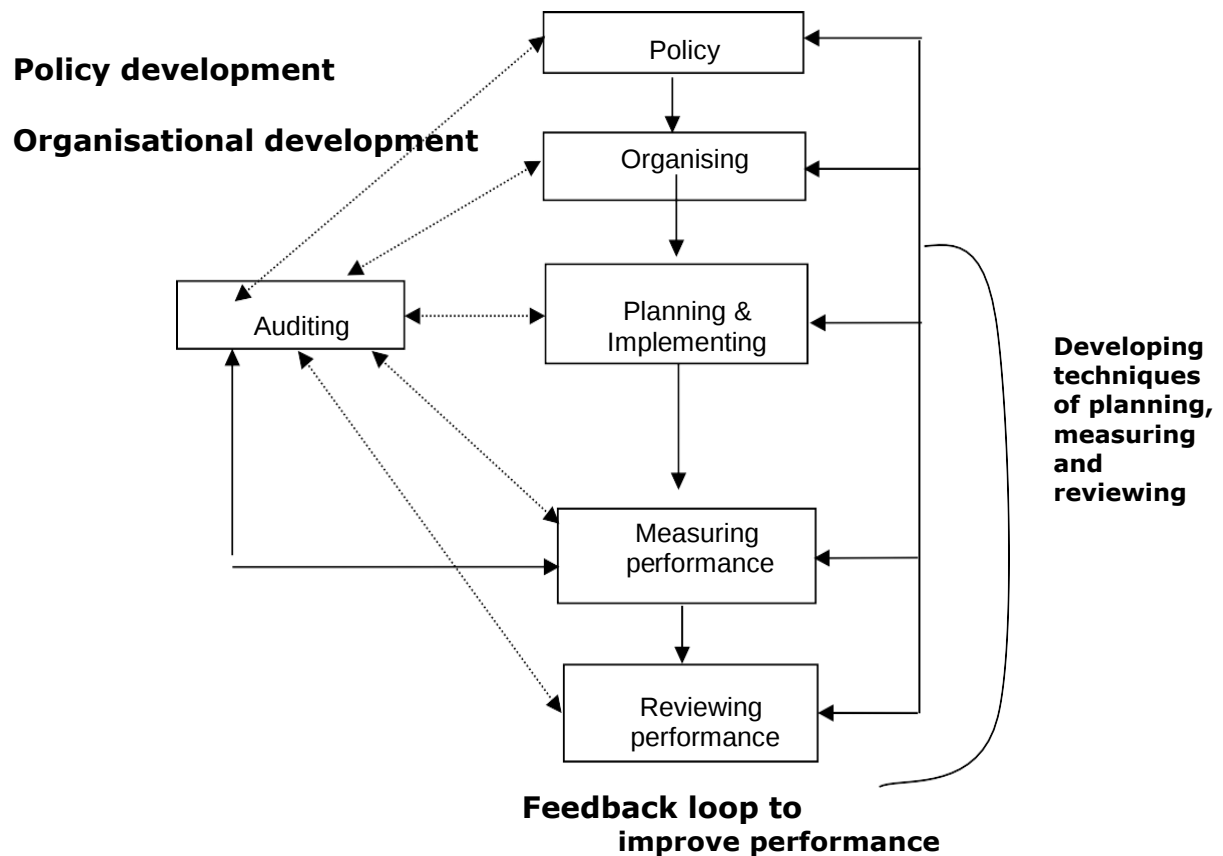
- 3.6.1 To fully familiarise themselves with the health and safety policy and comply with all the requirements stated in the interests of health, safety and welfare.
- 3.6.2 To comply with all instructions, safety rules, procedures and training concerning safety.
- 3.6.3 Ensure that they properly wear and look after any protective clothing and safety equipment issued, and ensure they use equipment and protective clothing in the correct manner for which it is provided, at all times. Report any defects immediately.
- 3.6.4 Shall not interfere with guards, protective equipment or fire fighting equipment or misuse anything in the interests of health, safety or welfare at work. Any such interference will be subject to disciplinary action and could render individuals liable to prosecution.
- 3.6.5 Shall conduct themselves and perform their duties in a manner which shall not endanger by their actions or omissions the health and safety of themselves, fellow employees, contractors or visitors, i.e. duty of care.
- 3.6.6 Promptly report all accidents in the Accident Book and ensure that they immediately report the accident – whether personal injury has occurred or not – as soon as they return to their workplace, after treatment and before they finish work for the day.
- 3.6.7 Co-operate fully in the investigation of accidents, near miss incidents or dangerous occurrences, giving a complete witness statement if requested to do so.
- 3.6.8 Co-operate fully in any occupational health surveillance and attend a medical if asked to do so.
- 3.6.9 Encouraged to discuss health and safety issues with the Health and Safety Co-Ordinator so that an issue of health and safety can be raised quickly and dealt with.

**NB:** Employees are reminded that the above requirements are legally imposed upon all persons at work by the Health and Safety at Work Act and are, therefore, enforceable in law, as well as through the Company procedures.

### **4. Arrangements for Health and Safety**

The information contained within this section of this policy is intended to provide assistance and ensure that the organisation's Health and Safety Management System is effectively carried out as identified in the flow chart.

#### **Health and Safety Management System**



## 4.1 Management of Health and Safety

4.1.1 The Company recognises and accepts that health and safety is of equal importance to all other Company's activities and to that end a Health and Safety Co-Ordinator is appointed.

4.1.2 We recognise that every activity has health and safety implications, therefore health and safety will be managed in the same way as any other part of the Company. The function of the Health and Safety Co-Ordinator is to enable staff to work in, and promote, a proactive health and safety-working environment. The Health and Safety Co-Ordinator will not be held responsible for the failure to achieve health and safety objectives by other staff.

4.1.3 The Health and Safety Co-Ordinator has been coached in Health and Safety and her competence extends to the advice she will be expected to provide for the Company. The principal role of the Health and Safety Co-Ordinator is to facilitate implementation of the health and safety programme, the sequence of activities making up the health and safety management system are:

- i. Assist the Company in determining the health and safety policy and setting standards to be achieved.
- ii. Organising health and safety, planning and implementing the safety policy and the safety plan.

- iii. Measuring, reviewing and auditing performance.

## **4.2 Risk Assessment**

- 4.2.1 A risk assessment must be carried out for every activity which contains significant risk of injury to employees. This, therefore, necessitates a structured approach being adopted, utilising a standard set of Company procedures.
- 4.2.2 Risk assessment is concerned with the identification of hazards and estimating the degree of risk involved. It requires an understanding and ability to make a considered view of the relationship between hazard and risk, and the suitability of measures to eliminate, reduce or control those risks which are found to be unacceptable.
- 4.2.3 The Health and Safety Co-Ordinator will work closely with staff in order to co-ordinate the work of risk assessments throughout the site. The Health and Safety Co-Ordinator will work closely with those Managers and employees most associated with job activities who have the detailed knowledge of how work practices are carried out, the hazards involved, a common sense estimate is made of the size of each risk, and whether the existing health and safety precautions (if any) are adequate to keep the hazard under control.
- 4.2.4 If work procedures are judged to be inadequate an action plan will be prepared to remedy the situation, and a record will then be made in order to work through the action plans, initially addressing high priority risk areas. There are several stages related to risk assessments:
- i. General workplace and fire ii. Working with harmful substances
  - iii. Display screen equipment and workstations
  - iv. Provisions and Use of Work Equipment
  - v. Manual handling activities
  - vi. Provision and use of personal protective equipment
  - vii. New and expectant mothers who work
- 4.2.5 As new processes and equipment are introduced or if activities are significantly changed then the risk assessments should be redone to reflect the possible changes in hazards and the probability of risks.
- 4.2.6 Risk assessment should not be seen as an objective in itself. It is simply a tool to enable us to identify, assess, implement and monitor the appropriate control measures necessary in safe guarding the safety, health and welfare of our employees and others who may be affected by our work activities.

## **4.3 Planning**

- 4.3.1 The Health and Safety Co-Ordinator will collate key safety action plans to submit to the Chief Operating Officer for approval. The plan will thereafter be monitored to ensure deadlines are met. The plan will be revised on an on-going basis. The safety action plan will assist the Company in reaching its health and safety objectives.

## **4.4 Job Design**

4.4.1 All operations will be reviewed and jobs and tasks designed in such a way as to minimise, where reasonably practicable, the likelihood of work-related disorders such as back and arm strain. All employees will have the risks of upper limb pain and manual handling explained to them as part of induction training (or existing training). It is also the individual's responsibility to protect themselves by adhering to correct work methods, job rotation and reporting any symptoms immediately.

## **4.5 Safe Systems of Work**

4.5.1 The Health and Safety at Work Act, 1974 requires the provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health. A safe system of work is a control document that has been created to ensure that the risks inherent in operating an item of equipment or processes are adequately managed. They will compliment this safety policy and current legislation requirement.

4.5.2 Where specific safety issues apply, these must be developed into formal written safe systems of work. In addition to identifying the activities to which it applies, the safe systems of work should state the potential hazards, the likelihood and severity of any injury or damage and to what or to whom. The safe systems of work should also include the precautions to be taken prior to commitment of the tasks, procedures to be adopted during and on completion of the task, emergency procedures in the event of accident, injury or damage and any specialist safety equipment or personal protective equipment which must be used.

4.5.3 The Health and Safety Co-Ordinator will work closely with management to formulate safe systems of work and safety rules which take account of the particular hazards of the activities within their areas of responsibility. These will be updated from time-to-time in the light of any changes, and will be brought to the attention of all existing and new employees, and to any other persons affected by these safe systems of work and rules, through a process of communication and training. Key safe systems of work will be displayed in the area to which it applies to remind employees of their importance.

## **4.6 Hazard Control**

The following guidelines relate to a number of common hazards which are applicable within the workplace. It is in everyone's interest to ensure that the respective control measures are followed.

### **4.6.1 Housekeeping and Hygiene**

A clean and tidy workplace is essential for the successful achievement of safety objectives and therefore the highest

standards must be maintained. It is for all of us to take responsibility for good housekeeping and to clean and tidy up as we work. Waste must be disposed of in the appropriate bins provided which are emptied daily as part of our cleaning arrangements.

#### 4.6.2 Slips and Falls

Many of the accidents that happen are caused by slipping, falling, walking into objects or being struck by falling objects.

Arrangements must be made to keep our workplaces clean, orderly and safe, particularly floors, shelves, workstations and thoroughfares. Materials should be stored in a safe manner, adequate arrangements must be made to prevent falls, e.g. from ladders. If spillages on floors occur, the person who caused the spillage should ensure that the area is cleaned and dried

#### 4.6.3 Personal Protective Equipment

Any necessary PPE provision will be identified through the risk assessment process depending on the nature of the activity. Most staff will not have need for PPE but where it is thought necessary this will be provided free of charge to the employee.

#### 4.6.4 Manual Handling

The Company realises that lifting and moving loads by manual effort is the biggest single cause of injury. This is largely due to poor technique when carrying out lifting procedures, which result in back strain.

Below are safety suggestions to be considered when lifting:-

- i. If the load is awkward or too heavy, do not attempt to lift without help.
- ii. Plan the lift - remove any obstructions, make sure that there is visibility over or around the load. When carrying, ensure that there is sufficient space to put the load down following the move.
- iii. Stand close to the load with feet slightly apart and bend the knees.
- iv. Position the elbows are close to the body as possible and grip the load with the palm of the hand and roots of the fingers.
- v. Keep the back straight and straighten the knees - the thigh muscles will do the work.
- vi. Do not change the grip whilst carrying.
- vii. Be alert to the widths of doorframes as you manoeuvre equipment or carry loads through them.

#### 4.6.5 Driving

##### Driving Policy Statement

The Company recognises that the use of motor vehicles on company business requires additional health and safety measures to protect both employees and third parties. The employer recognises that the occupational risks associated with driving are related to a wide range of factors including:

- i. driver competence
- ii. vehicle fitness for purpose
- iii. shift working and/or total hours worked
- iv. unaccompanied working
- v. the nature of the goods being transported.

The Company is committed to developing, implementing and maintaining all reasonable measures to protect the health and safety of those driving on the company's business.

The Company acknowledges that those driving on business may be at increased occupational risks related to:

- i. fatigue
- ii. stress
- iii. working alone
- iv. unforeseen events.
- v. Arrangements for Driver Safety

The Company recognises that procedures and processes need to be developed and maintained to reduce these risks as far as reasonably practicable and to take steps to effectively manage those that cannot be avoided. To this end the Company will:

- i. undertake that journeys are planned and allocated in accordance with the findings of these assessments
- ii. ensure as far as is reasonably practicable that all those driving on business are competent and fit to do so
- iii. encourage a sensible and mature attitude towards motor vehicles and driving in all employees
- iv. ensure as far as is reasonably practicable that the vehicles driven are suitable for their purpose
- v. provide sufficient information and guidance for management to enable them to understand the additional occupational risks involved in driving.

#### 4.6.6 Electricity

In line with the Electricity at Work Regulations 1989, it is Company policy to ensure that all electrical systems and equipment are designed, maintained and operated, so far as is reasonably practicable, to prevent danger. In particular, the Company will:-

- i. Not put into use any equipment where its strength and capability may be dangerously exceeded.

- ii. Ensure that electrical equipment is properly constructed, and where necessary protected, to prevent danger if it may become exposed to contamination, such as from water, materials or gases.
- iii. Ensure that conductors are suitably insulated and protected.
- iv. Provide suitable means for functional switching and isolating electrical equipment.
- v. The Company will ensure that all power supplies are checked on a regular basis and that electrical appliances are tested at a suitable frequency, with such testing being recorded and appliances labelled as tested. is

#### 4.6.7 Work Equipment

In line with the Provision and Use of Work Equipment Regulations 1998, it is Company policy to ensure the provision of safe work equipment and its safe use.

In particular the Company will:-

- i. ensure the safety of all new, second-hand, refurbished or hired/leased equipment before permitting its use.
- ii. ensure that equipment is correct for the task.
- iii. ensure that equipment is well maintained.
- iv. provide information and instruction for safe use.
- v. ensure equipment complies with current legislative requirements.
- vi. provide suitable lighting.

#### 4.6.8 Working at Heights

The Company recognises the risks of working at heights and will provide such facilities, equipment and instructions as are considered suitable to ensure safe working. It should be recognised that this type of activity would primarily be carried out by contractors other than certain routine tasks.

In particular, the Company will:-

- i. ensure any ladders are suitable and undamaged.
- ii. Employees should report defective equipment immediately and remove from use until it is made safe.

### 4.7 General Fire Safety

A major incident may befall the Company. The cause may be, for example, a malfunction of normal operating procedures resulting in an explosion, serious fire or complete disruption of normal services.

#### 4.7.1 Evacuation of Premises

In the event of fire, explosion or other emergency, the first consideration is the safety of people. It is the responsibility of the Chief Operating Officer to ensure that their staff understand the evacuation procedure. All employees should familiarise themselves with the evacuation procedure

Emergency evacuation instructions will be clearly displayed around the Company and full emergency drills will be carried out at least once a year, or when a significant change has occurred in site layout, evacuation procedure or alarm system. Records of these drills will be kept by the Landlord of the building

#### 4.7.2 Precautionary Measures

The Landlord has responsibility for the provision, maintenance and regular inspection of:

- i. Means of escape
- ii. Fire fighting equipment
- iii. All other safety equipment

4.7.3 The fire alarm system is tested weekly, using a different call point to activate the alarm. A record will be made of any defects which are found and of the action taken to remedy them, and kept by the Landlord.

Fire extinguishers must be checked annually by a competent servicing contractor and a record kept of the equipment inspected.

The evacuation procedure should be discussed as part of induction training. The Senior Administrator must go through the evacuation procedure with all temporary or agency staff new to their area as well as for permanent employees.

### 4.8 Safety Inspections

The Company is committed to regular and systematic inspections to ensure the continuous monitoring of our health and safety standards, safe working conditions and safe working practices.

#### 4.8.1 Daily

Staff should themselves undertake a brief check and inspection of the workplace at the commencement of each working day. The objectives of the daily check will be to ensure:

- i. Floors are free from spillages, and floor surfaces are not blocked or creating problems.
- ii. Passageways and stairs are free from obstruction.

- iii. Lighting – the necessary lighting is switched on and working correctly, windows giving natural light are clean and free from obstruction.
- iv. Cables are not damaged or creating a tripping hazard.
- v. Plugs and sockets are secure, not damaged and free from water.
  - vi. For certain pieces of equipment, e.g. photocopier or maintenance items, guards are all in place, secured correctly and that they are not damaged.

#### 4.8.2 Annual

The Health and Safety Co-Ordinator will conduct a yearly health and safety review of the premises in partnership with the Health and Safety Coordinator of Universities Scotland, from whom ARMA sublets its office space.

NB: Additional informal safety inspections will be carried out as and when required by management and the Health and Safety Co-Ordinator.

The main objectives of these checks, inspections and audits will be:

- i. Identification of possible hazards and loss producing situations.
  - ii. Assessment of potential risks and losses associated with these risks.
- iii. Development of measures to minimise these risks and losses.
- iv. Verification that established safe systems of work are being correctly followed, and if appropriate, identification of new safe systems of work.
  - v. Monitoring of all of the above in line with the Company's health and safety policy, rules and established safe operating procedures.

Inspections should include consideration of the following:

- i. Housekeeping – inspection of the entire work area to ensure general tidiness, cleanliness and serviceability (this includes the state of floors, stairs, handrails, benches, desks etc.).
- ii. Visual safety inspection of all equipment in the area to ensure that it is in good condition, and where relevant, all guards/safety attachments are in place and 'in good order'. Inspections should incorporate such items as shelving, racking, portable hand-tools, fixed machinery.
- iii. A visual inspection of all supply installations, both fixed or portable tools, i.e. plugs, sockets, wiring, switches to ensure freedom from wear and damage.

- iv. A check that all lighting in the area is in good order and is adequate for the work being carried out.
- v. A check that the means of access and egress are not obstructed and that fire fighting and first aid equipment is in its correct position.

## **4.9 Accident Reporting**

All employees are under the same legal obligation to report all accidents, however minor, and all dangerous incidents. These must, in the first instance, be recorded in the Accident Book, which can be inspected by Enforcement Officers if they request it. Injuries to members of the public, and to visitors at work, must also be recorded and, in the case of the latter, their employer notified.

All accidents must be reported immediately after they have happened in line with the Company's accident investigation procedure.

In the event of any injury, disease or dangerous occurrence which is reportable under "The Reporting of Injuries, Disease and Dangerous Occurrence Regulations, 2013, (RIDDOR)", it is the responsibility of the Health and Safety Co-Ordinator to report the matter in accordance with the established procedure.

### **4.9.1 Accident Reporting System**

The Health and Safety Co-Ordinator may complete the factual sections of the Accident Report Form (Appendix II), which depending on the accident may require a proper investigation. All employees will be required to fully co-operate with management investigating the accident and will have to give a complete statement if requested to do so.

The circumstances of all near misses must be reported and if appropriate investigated regardless of whether injury or damage was, or was not, caused. By taking action on matters highlighted by near misses, incidents likely to result in personal injury can often be prevented.

**NB:** The system of reporting incidents should not be seen as a way of apportioning blame to individuals but as a means of identifying and eliminating hazards, thus attempting to help prevent similar incidents from happening again.

### **4.9.2 Accident Statistics and Analysis**

Annual statistics are collated by the Health and Safety Co-Ordinator on lost time and reportable accidents.

## **4.10 Occupational Health & Hygiene**

#### 4.10.1 COSHH

In accordance with the Control of Substances Hazardous to Health Regulations (2002), as amended, all substances are identified, the risks assessed and appropriate control measures developed in respect of operating procedures, operator training and personal protective equipment, PPE to minimise the risks to employees.

Prior to any new substance, or new process being introduced onto site, it must be assessed to establish the risks to health arising out of its use. Copies of all material safety datasheets must be kept so that the necessary medical information is readily available to accompany any person involved in a chemical incident requiring outside medical attention.

It is the primary responsibility of the Chief Operating Officer to:

- i. Ensure that supplies of user instructions for items, materials or substances purchased are readily available, used and complied with by all personnel under their control handling such items, materials or substances.
- ii. Assist in maintaining up-to-date knowledge of acceptable alternatives.
- iii. Specify within contracts appropriate safety requirements and hygiene conditions.
- iv. Maintain an up-to-date register and record as required under these Regulations and advising the appropriate staff of their individual responsibilities in respect of usage and operating instructions.

#### 4.10.2 First Aid

The Company is committed to having sufficient and suitably trained first aiders. The number of first aiders on site at any one time will be sufficient to conform with the First Aid Regulations taking into account the typical number of Company employees and other workers on site who may need first aid.

#### 4.10.3 Housekeeping and Premises

Toilets, washroom facilities and a staff kitchen are provided on each floor of the office block

All employees are required to:

- i. Keep their place of work neat and tidy at all times and free from potential hazards, e.g. materials or unfinished products left untidily, trailing extension cables, filing cabinets left open, sharp objects, inflammable liquids, and incomplete repairs.

- ii. Ensure that the storage of any items located above ground level is achieved neatly and safely so as not to represent a hazard to others. This includes the storage of materials or supplies in racking and shelving.
- iii. Maintain passages, stairways and exits, ensuring that they are clear of any obstructions. Fire exits and routes both inside and out must remain clear at all times.
- iv. Report any hazards (including near misses that do not actually result in injury or damage) to the Health and Safety Co-Ordinator.

#### **4.11 VDU Policy**

In line with the Health and Safety (Display Screen Equipment) Regulations 1992 (amended 2002), it is Company policy to protect employees, who habitually use display screen equipment as a significant part of their work, from any health risks.

In particular, the Company will:-

- 4.11.1 undertake assessments of workstations, including the working environment, to identify possible risks to "users", whether employees or visitors.
  - 4.11.2 instigate whatever steps that can be practicably taken to remove or reduce identified risks.
  - 4.11.3 enable work routines to be so regulated as to permit short, frequent breaks from the screen for up to 10 minutes in every hour.
  - 4.11.4 pay for eyesight tests (normally on a bi-annual basis unless there are specific medical reasons for more frequent tests) where these are requested for genuine reasons and for corrective appliances required specifically for screen work (subject to prior approval and agreement on cost).
  - 4.11.5 provide training and information on the appropriate use of all equipment, including workstations.
- The following explains the procedures to be followed in line with the Company's policy on Visual Display Equipment.
- 4.11.6 Work Station Assessments - will be undertaken either when there are changes to facilities or on an annual basis. These will be carried out by a designated person in conjunction with the user.
  - 4.11.7 Induction Training - will include (where appropriate) instruction on the use of work display equipment and the completion of a user survey one month after joining; the results of the survey will be reviewed and followed up by either the Manager or a designated person.

4.11.8 User feedback - will be encouraged so that issues can be raised at the time.

4.11.9 Risk removal/reduction - will be considered and implemented wherever feasible. Requests for special equipment will be subject to agreement by the Health & Safety Co-Ordinator and to trial (wherever possible) in advance of purchase.

4.11.10 Work routines - will be agreed between users and Managers.

4.11.11 Eye tests - may be requested via the Health & Safety Co- Ordinator. Agreement will be subject to reason and costs must be authorised in advance; this includes the purchase of glasses which the Company will only cover when required for operating visual display equipment.

## **4.12 Safety Training**

### **4.12.1 Basic Considerations**

The Company recognises that an awareness of safety issues at all levels is essential to the success of this safety policy. All employees will receive sufficient safety instruction to enable them to perform their duties in a safe and efficient manner. The Company keeps training records including those related to safety as well as some hard copies of certificates which are kept on Personnel files.

### **4.12.2 Induction Training**

All new employees should attend an introductory training session within the first week of employment at which explanations will be given of the safety policy and rules, their statutory duties, accident reporting, fire prevention emergency procedures, first aid facilities and the appropriate control measures necessary to ensure their safety at work, e.g. safe systems of work etc.

### **4.12.3 Job Training**

Every employee will receive specific job instruction for the particular duties which they will be called upon to perform, and will be supervised to ensure that these instructions are followed. Where hazardous activities are performed which contain a likely risk of injury, a suitable risk assessment will be performed and if the level of risk is high or medium then a written safe system of work will be prepared, with the employee being trained in the procedures which are to be followed. First aiders should also receive sufficient training.

### **4.12.4 Safety Management Training**

Staff who have been identified as having specific safety responsibility will be given adequate instruction and training in health and safety necessary for them to effectively monitor and give specialist advice.

### **4.13 Safety Rules**

In addition to the points mentioned throughout the safety policy, safety rules apply to ensure health and safety. Enforcement of these rules applies at all times and breaking of these rules may result in disciplinary action. The rules will be brought to the attention of all new employees during induction; to contractors via the contractors site rules; and to all other visitors when signing in the visitors' book at reception. See Appendix I for complete set of rules.

All existing staff will be advised of these rules and all new staff should be informed as part of their induction.

### **4.14 Responsibility for Others**

#### **4.14.1 Persons other than employees**

There will be occasions when persons other than employees will be on the premises. On such occasions management has the same responsibility for their health and safety as for that of employees, this includes temporary staff, visitors, client course trainees.

#### **4.14.2 Visitors**

The Company has a duty to ensure the safety of visitors. They must be informed of the safety rules. Visitors must be asked to report to reception to register themselves on and off site. Visitors must be collected from reception by an appropriate member of staff because they must not be allowed to enter work areas unaccompanied.

Client delegates attending Company in-house training will at the start of the day's course be advised of emergency evacuation procedures and welfare facilities.

#### **4.14.3 Temporary or Agency Staff**

Temporary staff or Agency personnel are required to read and understand the rules relating to health and safety requirements. A short induction should include a tour identifying fire exits and emergency evacuation procedures and the correct performance of manual handling activities or computer work.

Any agency person who wilfully fails to conform to correct procedures will not be allowed back on site.

#### **4.14.4 Enforcing Authorities**

The Health and Safety Co-Ordinator will inform the Chief Operating Office of any visits, communications, written or verbal, to or from Officers of the Health and Safety Executive, Environmental Health

Department, Fire Brigade or other enforcing authorities who come on matters relating to health and safety.

## APPENDIX I - COMPANY SAFETY RULES

These rules have been devised to safeguard YOU and your colleagues, so please put them into practice NOW. Any breach of these rules will render you liable to disciplinary proceedings, which in serious cases could mean dismissal.

1. Smoking is not permitted anywhere in the offices. It is your responsibility to keep to this rule; if you are found smoking in other than the designated outside smoking area at the rear of the building, you may be liable for dismissal.
2. Ensure your work area is kept tidy at all times. Do not leave objects or items lying around for others to trip over or slip on.
3. Fire exits must be kept clear at all times. Do not obstruct passageways, stairways or fire alarm points. Make sure you know where the fire exits are situated.
4. If you have an accident or injury at work, you must report this to your Manager as soon as you are able to do so.
5. **DO NOT** operate any equipment unless you have been properly trained in its operation.
6. Only suitably qualified people are allowed to repair electrical equipment.
7. **NEVER** mix cleaning chemicals. Do not touch them unless you have been suitably instructed in their use by COSHH training.
8. Only a trained and authorised person is allowed to operate hand operated pallet lift or other manual handling equipment.
9. To reach high-level stored items, use a proper step-up stool or stepladder, do not stand on a desk or chair.
10. Materials and objects should not be stored or stacked so that they are likely to fall, become a tripping hazard or cause an injury.

### **Do:**

store or stack on a firm, level base. Use properly constructed rack or shelf which is firmly secured to the floor or wall ensure items are stored or stacked according to their size and weight, with the heaviest or largest items placed low down, with lighter or smaller items stored or stacked higher up.

use shelving brackets to secure items especially close to the end of a shelf to avoid items toppling over.

Ask for help when needing to move a heavy or awkward load.

### **Do not:**

exceed the safe load of racks, shelves or flooring. overload shelves or by poor stacking methods cause items to topple off.

allow items to stick out from racks or shelves into gangways or designated route ways.

climb racks, desks, chairs etc. to reach upper shelves – use a proper step-up stool or stepladder.

11. Ladders must be properly secured before use; if this is not possible then another person must hold the ladder to prevent it slipping.
12. **DO NOT** run it is ten times safer to walk.
13. If you cause a spillage it is your responsibility to clean and dry the area immediately.
14. You should not report to work under the influence of alcohol or any other drug
15. When driving you should obey the Highway Code and should not make or receive mobile phone calls unless it can be taken using hands-free equipment.
16. If you need to drive for business purposes you must plan your journey, have adequate rest breaks whilst driving and if necessary book overnight accommodation to avoid unnecessarily long working days that could cause tiredness and hence accidents.
17. You should park any vehicle in the Company car park with all due care and attention, using the designated parking spaces, you should not block either the primary access route in and out of the car park or the areas left for turning spaces.
18. You must adhere to all of the security measures that the Company provides for your protection and welfare.

## APPENDIX II - ACCIDENT RECORD

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| EMPLOYEE'S NAME:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  | LOCATION:                                                                                                                                                                                                                                                                                                                                                                                                         |                                                   |
| ADDRESS:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  | Male/Female                                                                                                                                                                                                                                                                                                                                                                                                       | Has the site Accident Book been completed?<br>Y/N |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  | JOB TITLE:                                                                                                                                                                                                                                                                                                                                                                                                        |                                                   |
| DETAILS OF INJURIES:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  | DEPARTMENT:                                                                                                                                                                                                                                                                                                                                                                                                       |                                                   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  | TREATMENT BY:                                                                                                                                                                                                                                                                                                                                                                                                     |                                                   |
| DATE AND TIME OF ACCIDENT:<br><div style="display: flex; align-items: center; margin-top: 10px;"> <div style="border: 1px solid black; padding: 2px 10px; margin-right: 10px;">/ /20</div> <div style="border: 1px solid black; padding: 2px 10px; margin-right: 10px;">am/pm</div> </div> <div style="display: flex; align-items: center; margin-top: 10px;"> <div style="border: 1px solid black; padding: 2px 10px; margin-right: 10px;">/ /20</div> <div style="border: 1px solid black; padding: 2px 10px; margin-right: 10px;">am/pm</div> </div> |  | <div style="display: flex;"> <div style="flex: 1;"> <p>PLEASE TICK APPROPRIATE BOX:</p> <p><input type="checkbox"/> RESUMED TO WORK    DATE AND TIME ACCIDENT</p> <p><input type="checkbox"/> SENT HOME</p> <p><input type="checkbox"/> ADVISED TO SEE GP</p> <p><input type="checkbox"/> TRANSFERRED TO HOSPITAL</p> </div> <div style="flex: 1; padding-left: 20px;"> <p>NATURE OF TREATMENT:</p> </div> </div> |                                                   |

FULL DESCRIPTION OF ACCIDENT, INCLUDING LOCATION, CAUSE AND ANY BREACH OF COMPANY SAFETY REGULATIONS:

WHAT PROTECTIVE CLOTHING/EQUIPMENT WAS BEING USED?

EMPLOYEE'S SIGNATURE:

DATED:

NAME OF WITNESS(ES):

STATEMENT(S): ATTACHED/TO FOLLOW

MANAGER'S SIGNATURE:

DATED:

HEALTH & SAFETY CO-ORDINATOR: ACTION TAKEN TO PREVENT RECURRENCE:

SIGNED:

DATED: