HEALTH & SAFETY

**INTRODUCTION**

It is [Insert Company Name] objective that employees and others be protected, so far as is reasonably practicable, from risks to health and safety arising from work activities. We shall ensure any relevant policies are reviewed and revised as appropriate, to take account of changes in circumstances or in legal requirements.

**SCOPE**

The responsibility for achieving and adhering to acceptable safety standards rests not only with us but also with employees, sub-contractors, freelancers and suppliers within our places of work. If provided with any of our health and safety policies you have a duty to read these policies and take an active interest in achieving safety at work.

**SAFE WORKING PRACTICES**

The successful implementation of effective health and safety in the workplace is dependent upon the wholehearted co-operation of all levels of employees and management. Wilful breaches of any policy will be dealt with through the disciplinary procedure or may result in contractual relationships being ended.

The efficient gathering, evaluation and use of information within the business on safe working practices and occupational health are a basic requirement to comply with legislation and to ensure a safe environment.

In compliance with the Health and Safety (Consultation with Employees) Regulations 1996, it is necessary to consult with all employees (including contractors and self-employed) on all matters which affect their health and safety. We will communicate information by way of memoranda or amendments or additions to the Health and Safety Policy as required.

All employees, contractors and freelancers are required to carry out their activities in compliance with our Health and Safety Policy, precautions described in any risk assessments and their defined responsibilities which are a necessary part of their role.

**ACCESS TO ADVICE AND INFORMATION**

It is a legal requirement that organisations have access to advice on health and safety issues to ensure that their policies and procedures are compliant with legislation and also effective in ensuring a safe working environment. Some of this advice can be gained from EHO's/HSE and trade organisations/journals, however consultants can also be used particularly as part of regular reviews or if there is a significant change to the business or working methods/equipment.

We strive to abide by the contents of our health and safety policies. Where there is a disregard to these policies or safe working practices by an employee or other person working for or on behalf of the business which seriously puts at risk the health of themselves or any person, it will be considered as gross misconduct and may lead to disciplinary action or dismissal or termination of any contractual relationship.

**INFORMATION FOR EMPLOYEES**

We take seriously our general duties and responsibilities for the provision of information for relevant aspects of health and safety at work which includes:

1. The Health and Safety Law poster;

<https://www.hse.gov.uk/pubns/books/lawposter.htm?utm_source=hse.gov.uk&utm_medium=refferal&utm_campaign=hse-solutions&utm_term=law-poster&utm_content=home-books>

1. The distribution of literature and information leaflets.

<https://www.hse.gov.uk/managing/links.htm>

1. The displaying of information relating to safe working procedures.

<https://www.hse.gov.uk/guidance/index.htm?utm_source=hse.gov.uk&utm_medium=refferal&utm_campaign=guidance&utm_content=home-page-info>

**SAFETY RULES**

A breach of Health and Safety Legislation is a criminal offence and action taken by enforcing authority against you as an individual can result in heavy penalties i.e. fines and/or imprisonment. We appreciate that it is not possible to prepare health and safety rules that will meet every possible eventuality. However, we expect you to act in a sensible manner and to obey all the instructions given by management to maintain or improve health and safety in the workplace.

[Insert Company Name] shall, as far as is reasonably practical:

* Provide adequate information (including changes to legislation and working practices), instruction, training and supervision to manage the health, safety and welfare of all employees and freelancers whilst at work.
* Incorporate health and safety into the planning, monitoring and review of all work activities.
* Provide a safe place of work with safe access and egress.
* Provide a safe and healthy environment including adequate welfare facilities.
* Maintain all places of work, work equipment and transport under its control in a safe condition and review any working practices to ensure they are safe and to minimise any associated risks.
* Ensures that all necessary precautions are taken in respect of the safe use, handling, storage and transport of materials and substances.
* Safeguard the health and safety of visitors, contractors and any members of the general public who could be affected by its activities.
* Review and update the Health and Safety Policy and Procedures as appropriate with any changes to company operations and/or legislative updates and notify all employees of such changes.
* Ensure all engaged with us to be mindful of their health and safety responsibilities and that they co-operate with the company in its efforts to fulfil the above policy.
* Monitor and update the policy through the company’s Health and Safety Management System.

**RESPONSIBILITIES EMPLOYEES OR STAFF**

Employees (including temporary or part-time staff) need to assess risks to themselves and others when carrying out work activities and need to identify when it is or is not safe to commence operations.

If you act in the capacity of Manager at any time you will accept the responsibilities for control of health and safety. This would include monitoring and corrective action, but would not extend to developing new procedures.

You will:

* Be in possession of the information and skills required to safely carry out the work for which they you are engaged.
* Report to management:
  + Defective tools and other equipment;
  + Unsafe work places or work environment;
  + Systems of work or conduct that constitute a hazard;
  + Information and suggestions which may assist the safety performance;
  + All accidents or dangerous occurrences;
  + Weaknesses in the skills or ability of others
* Correctly use all substances, equipment, machinery, items of safety equipment and Personal Protective Equipment (PPE) when appropriate or when so directed by a person in authority. All established workplace procedures must be followed at all times including the precautions described in risk assessments.
* Work in a manner which ensures your own safety and that of others who may be affected by your activities.
* Comply with all instructions or control measures which are likely to affect your health and safety.
* When unexpected hazards are identified, seek advice from management before proceeding.
* Fully co-operate in the fulfilment of the Health and Safety Policy.
* Make proper use of health, safety and welfare facilities.
* Adhere to the health and safety rules provided for both on and off-site locations

**RESPONSIBILITIES OF CONTRACTORS AND SELF-EMPLOYED**

Freelancers, contractors and/or self-employed persons may be employed to carry out work which may be routine or of an unusual or ad-hoc nature. The following requirements will need to be met by such contractors;

**Contractors, sub-contractors and self-employed people need to assess risks to themselves and others when carrying out work activities and identify when it is or is not safe to commence operations.**

These persons/organisations will:

* Have in place a Health and Safety Policy that covers their activities.
* Have in place appropriate Public Liability Insurance.
* Have in place a Lone Working Policy and procedure to minimise risk (if appropriate).
* Produce or be in possession of and fully understand a risk assessment for the work including a more detailed health and safety plan/method statement if required.
* Provide prior to commencement a written risk assessments and method statements that defines how they will complete the works safety when requested.
* Be in possession of the information and skills required to safely carry out the work for which they are engaged.
* Correctly use all equipment they have responsibility for. All established workplace procedures must be followed at all times including the precautions described in risk assessments.
* Work in a manner which ensures their own safety and that of others who may be affected by their activities.
* Set a personal example in all matters relating to health and safety, including the wearing of the appropriate PPE.
* Report to management:
  + defective equipment;
  + systems of work or conduct that constitute a hazard;
  + information and suggestions which may assist the safety performance;
  + all accidents or dangerous occurrences;
  + weaknesses in skills or ability of employees.

**RULES AND PROCEDURES**

You are required to comply with the following rules:

**Accidents at Work**

* All accidents occurring whilst at work regardless of severity should be reported at once to the immediate manager who shall ensure details are recorded in the “Accident Book”. Note; all accidents at work should be assessed against RIDDOR reporting requirements with the HSE. <https://www.hse.gov.uk/riddor/reportable-incidents.htm>

**Display Screen Equipment (DSE)**

* Anyone spending a significant amount of their working day in front of a monitor of some description will be required to undertake a DSE self-assessment. Any issues that are identified should be reported back through their manager so that any suitable adjustments can be made. The self-assessment can be undertaken as frequently as felt necessary and always when there has been a physical change to the working environment. Where relevant, eyesight tests will be made available for employees identified as DSE users. More information can be located here; <https://www.hse.gov.uk/msd/dse/>

**Electrical Equipment**

* All electrical equipment will be PAT tested to ensure it is safe for use, however any cable or leads suspected of being faulty should not be used by or repairs attempted personally.

**First Aid**

* First aid signage and first aid equipment shall be maintained at working locations. We shall comply with current legislation in respect of the provision of trained and qualified first aiders.

**General Maintenance and Cleanliness**

* + We will take reasonable measures to ensure that regular general maintenance of working areas is undertaken; this will include servicing the ventilation, heating and lighting systems. Care will also be taken to achieve a satisfactory level of hygiene within the workplace.
  + We do however require staff to take personal responsibility for maintaining a good standard of hygiene in the area in which you work and in the rest area, limiting clutter and unnecessary mess. This includes washing and putting away crockery and cutlery following use. You are also required to maintain a high standard of personal hygiene for the benefit of yourself and your colleagues.

**General Housekeeping**

* Keep all emergency exits, stairs and corridors free of obstructions and ensure rest rooms, kitchens and washrooms are kept clean and tidy.
* Do not let cables trail to create trip or electrical hazards. If cables cannot be sited so that people do not trip over them or catch them, then they must be protected by devices such as ties and cable ramps.
* Think twice before putting things on the floor or on the stairs, or where they may restrict corridors or access routes, giving consideration to people with restricted mobility or impaired vision.

**Hazards**

* Any faulty or hazardous fixtures, fittings, furniture or equipment – especially electrical equipment – must be reported to your line manager. If there is a state of serious and imminent danger, the alarm should be raised and the danger area evacuated.

**Hazardous Substances**

* A hazardous substance is anything in a container labelled “toxic”, “corrosive”, “irritant” or “harmful” and any other substance with similar properties. You must be sure you understand the risks of work with hazardous substances and follow the required precautions and control measures. Do not introduce hazardous substances to the workplace without authorisation.

**Hours of Work**

* + The Company will observe its legal obligations under the Working Time Regulations 1998 and shall keep records of your working time as required under the WTR. You will comply with the recording policies and/or requirements from time to time in order that such records may be accurately maintained.

**Covid-19**

* Becoming fully vaccinated is the UK Government and Public Health England’s recommended defence to limiting the impact and spread of the Covid virus and variants. It is also strongly recommended that by being fully vaccinated you not only reduce the risk to yourself but to others. We have a duty of care to our employees and those that work with us, and encourages you to become fully vaccinated unless medically exempt.

**Infectious Diseases**

* Anyone who has been in contact with or is suffering from an infectious disease should immediately notify us.

**Risk Assessments**

* Regular risk assessments shall be conducted where necessary and you will be advised about any risks connected with your work and the measures taken to reduce these.

**Smoking**

* Smoking and vaping is prohibited in all areas except those designated as “smoking areas”.