

Health and Safety Policy

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Date of Issue: 20th April 2022

Latest Revision:

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General Policy Statement

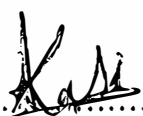
The Rabbits Hole policy is to comply with its legal obligations and to provide safe working conditions at its premises, thereby ensuring that everything reasonably practicable is done to prevent personal injury and accidents in the operation of the Company's business.

The Rabbits Hole will also strive to inform all employees of the requirements of the Health and Safety at Work etc. Act (1974) and The Management of Health and Safety at Work Regulations (1999) and other relevant legislation within their framework.

The Rabbit Hole recognises that the health, safety and welfare both of its employees and visitors whilst on its premises are responsibilities which are rank equally with other key Company responsibilities, policies and objectives. Indeed it is the objective of the policy to "Ensure that, where Health and Safety is concerned, The Rabbits Hole takes good care of its employees and visitors".

The Managing Director of The Rabbits Hole has the ultimate responsibility for Health and Safety although these matters will ordinarily be delegated to a Manager, who as the "person appointed to be responsible for Health and Safety", will ensure that the policy is effectively applied in all areas. All reports will be forwarded to the Managing Director on a regular basis about all aspects of Health and Safety.

The Company's Health and Safety Policy and The Health and Safety at Work etc. Act (1974) place a requirement on all employees to exercise a personal responsibility in preventing injury to themselves, their fellow workers and the public in general. All of us employed at The Rabbits Hole must seek to maintain and continually develop high standards of care by using safe systems of work and by encouraging an active health and safety culture.


.....
Managing Director

N.B. Throughout the policy, where the masculine form is used, it is for convenience only.

Duties and Responsibilities

All employees at all levels have a duty of care to themselves and to all other persons on the Company's premises.

Staff must report all matters concerning their health, safety and welfare to their Manager who will arrange to resolve the matter as quickly as is practicable. The Manager may delegate his duties but will continue to remain the person responsible.

Matters concerning the building environment, e.g. heat, ventilation, lighting, sanitation, electrical and any other fixtures and fittings, must be reported to The Director or Manager who will act upon the matter in accordance with The Health and Safety at Work etc. Act (1974) and any other relevant legislation.

All accidents resulting in injuries must be reported immediately to the Manager and First Aider, in his/her absence the Duty Manager, and in his/her absence The Director, who will act upon the matter in accordance with The Health and Safety at Work etc. Act (1974) and any other relevant legislation.

Non-injurious accidents and near miss accidents must also be reported immediately to the Duty Manager who will act upon the matter in accordance with The Health and Safety at Work etc. Act (1974) and any other relevant legislation.

The Manager will inform The Director of all accidents and near miss accidents who will investigate their cause and find a suitable remedy which shall be implemented in accordance with The Health and Safety at Work etc. Act (1974) and any other relevant legislation.

If any employee requires advice on any matter of health or safety, including their workstation layout, or their posture at the workstation they should contact The Director for advice. If any employee suffers from any symptoms associated with work related upper limb disorders, then they must seek advice from the Director.

Safety Policy Review

This policy will be reviewed by the Director, together with the Manager and staff, and revised as often as may be appropriate, e.g. whenever relevant new or amended legislation is introduced.

Safety Rules of the Company

This Policy Document lays down procedures for the compliance to Health and Safety legislation and good practices.

All persons employed by Naan Express or whose services are retained or are under contract to the Company are required to conform to the policy.

Failure by employees to conform will result in formal disciplinary action in accordance with the Company's "Disciplinary Policy and Procedure".

Failure by persons contracted to or by Naan Express to conform will result in the contract being reviewed. The Company reserves the right to terminate a contract and/or dispense with the services of a person or persons in serious or persistent breach of this policy.

If any employee considers he has a grievance concerning a matter of Health and Safety that has not been handled correctly or effectively, he should follow the Grievance Procedure as set out in their Statement of Terms and Conditions of Employment and Employee Handbook.

Safety Representative - Manager

Safety Representative has the role of representing staff in matters of Health and Safety.

- i) To investigate potential hazards and dangerous occurrences and examine the causes of accidents at the workplace.
- ii) To investigate complaints by employees.
- iii) To make representations to the Company's Management on the above and other general matters of health, safety and welfare.
- iv) To carry out inspections.
- v) To attend meetings as required.

The Management will meet at regular intervals generally set at intervals of between three and six months and lasting between one and one and a half hours approximately. Its main function is to oversee the implementation of the Health and Safety Policy, review issues that may impact on the health, safety and welfare of employees and investigate and report the findings where appropriate, to the Management.

Other staff may be asked to attend meetings where policy matters being discussed are within their areas of knowledge or responsibility.

Hazard and Risk Assessments

The Company is required under the Management of Health and Safety at Work Regulations, (1999), (MHSWR) to enter upon a systematic and general undertaking of its work activity and to record the significant findings of the safety audit. The other applicable assessments required under the MHSWR and its framework (associated) Regulations are detailed below.

Manual Handling Operations (MHO)

Manual Handling Operations need to be assessed for each operation being carried out. The Department / Office Manager is responsible for conducting a suitable and sufficient assessment and must take into account the following factors:

- i) The **Load**, (i.e. size, shape, weight, balance and condition)
- ii) The **Task**, (i.e. How far? Position? Need help? Mechanise? Steps, kickstool etc.?)
- iii) The **Environment**, (i.e. ill, tired, disability, age and sex)

The assessment shall be reviewed whenever there is a reason to suspect that the assessment is no longer valid or if there has been a significant change in the MHO to which the assessment is no longer valid or if there has been a significant change in the MHO to which the assessment relates.

New and Expectant Mothers

An expectant mother should inform The Management of her condition, in order that an appropriate risk assessment is carried out. The assessment takes the form of an initial consultation with the Manager followed by a risk assessment at her workstation which will include the assessment of:

- i) Stress
- ii) Medical condition
- iii) Personal comfort
- iv) Tasks that may result in physical harm (e.g. handling and lifting)
- v) Appropriate rest breaks or pauses
- vi) Anything else found in the course of the assessment

At all premises the Manager should carry out the assessment seeking advice if necessary from Senior Management.

The expectant mother must then be protected from any risks identified in the assessment. However, if a risk cannot be eliminated then appropriate changes must be made to the conditions of work or alternative employment must be provided.

Control of Substances Hazardous to Health (COSHH)

Assessments are the responsibility of The Director who will ask Departmental / Office Managers to assist as appropriate. The assessment will be reviewed and updated regularly (usually annually) in accordance with the Control of Hazardous Substances to Health Regulations, (1988). A copy of the assessment should be kept by the Director and Head Office.

Applicable to all hazard and risk assessments:

When making an assessment, Managers need to answer two key questions:

- i) What could go wrong? (i.e. what harm can be caused, by whom, by what, and in what circumstances and what are the chances of it happening)
- ii) What is needed to prevent it going wrong? (i.e. taking into account the severity of the harm and the likelihood of it being caused, what precautions have been taken and what further precautions can be taken to prevent it happening)

And in prioritising the urgency for eliminating a risk, Managers need to answer these three questions:

- i) Is it likely to cause serious harm? (i.e. the likelihood of serious harm could demand a high priority resolution)
- ii) Is it affecting several people? (i.e. this adds a numbers factor to the equation)
- iii) Is it trivial? (but remember what may be trivial to one worker may have a serious effect on another)

On completion of the risk assessment, measures must be taken to eliminate the risk if it is reasonably practicable to do so, or the risk must be minimised so as to eliminate the likelihood of harm. In the case of new and expectant mothers, the risk must be eliminated.

Documentation and Reporting

Health and Safety Documents currently used are:

User Training & Risk Assessment Record – For use by Managers reporting the completion of DSE workstation assessment to the Director.

Manual Handling of Loads, Assessment Checklist – For use by Managers assessing manual handling tasks. These assessments should be carried out every two years and every time that changes are made that affect manual handling practices.

Retention of Records

- i) All records of assessment must be kept whilst that assessment is still valid and for a period of at least 10 years.
- ii) All records of office audits and safety inspections should be retained for not less than 3 years.
- iii) Completed and actioned forms should be passed to Head Office for safekeeping.

Accident Reporting

All accidents at the premises must be entered into the Accident Book which can be accessed by the Management.

(See also under heading Accident Reporting and Investigation)

Reporting Physical Injuries

Anybody with a physical injury such as a back or neck injury, upper limb disorder or a fractured limb, whether or not it may be caused through working, must report that injury to their Manager. The Manager must ascertain if a risk assessment needs to be carried out in the light of the injury.

Managers must also inform The Director of any staff suffering from any of these injuries or who have any complaints of physical problems which may lead to a back or neck injury or an upper limb disorder. The Director, in liaison with the Manager, will visit the employee and provide any necessary training, instruction and information in relation to the injury or problem.

Accident Reporting and Investigation

An accident is an unplanned event that results in, or may result in, personal injury or damage to property, machinery or equipment.

In compliance with The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995), (RIDDOR), all major injuries, dangerous occurrences and prescribed diseases listed in the Regulations shall be reported by The Director as required to:

The Department of Environmental Services (Health and Safety at Work) at the address of local City Council.

Notification must be made without delay (e.g. telephone) if a fatal injury or any major injury to employees or other self-employed persons working on the premises (including as a result of physical violence), or if a member of the public is killed or taken to hospital, and for any of the dangerous occurrences listed in the Regulations. An Accident Report Form must be completed within ten days of the incident.

An Accident Report Form must also be completed for any other injury to an employee which results in their absence from work or being unable to do their normal work for more than three days. Any cases of disease as listed in the Regulations will be notified by the Director.

All accidents must be reported immediately to the Duty Manager. The accident will be recorded in the Accident Book immediately by either the Duty Manager or The Director or the person to whom the accident has happened.

All accidents shall be investigated as soon as reasonably possible by the Manager or if he is unavailable by The Director, where the accident involves damage to the Company's property and so far as is reasonably practical, remedial action shall be taken to prevent recurrence.

Duty Managers will maintain the Accident Book and must liaise with the Director if an accident occurs on the Company's premises. Procedures for compliance with RIDDOR remain the same as those at Head Office except that all major injuries, dangerous occurrences and prescribed diseases listed in the Regulations shall be reported to their local enforcing authority and The Director.

Training

Under The Management of Health and Safety at Work Regulations (1999), (MHSWR) all employees must be adequately trained and instructed to be competent in their job role. Health and Safety shall form a normal part of this training and it is in addition to any normal work training. This training will be reviewed, recommended and implemented by The Director jointly with the Manager.

Induction Training

Formal induction courses will set out the Company's philosophy on health and safety and will include information on good health and safety practice and procedures. In addition all new employees will receive induction training within their Department / office and Managers will ensure adequate induction training, instruction and information are given. Health and Safety Induction Training shall include:

- i) The Company's Health and Safety philosophy
- ii) Health and Safety Policy
- iii) Health and Safety legislation
- iv) Health and Safety roles of Managers, supervisors/team leaders and all employees
- v) Health and Safety Committee and any other advisors
- vi) Conditions of employment relating to Health and Safety
- vii) First aid
- viii) Accident, near miss and defect reporting
- ix) Fire and emergency arrangements
- x) Welfare provisions
- xi) Manual handling and lifting

The Induction Course shall also include a section on general Health and Safety procedures and responsibilities.

Changes to the Job or Work Environment

Changes to the job or work environment which may cause employees to be exposed to new or increased risks and thereby requiring further training, organised by their Manager, to be considered whenever:

- i) Employees transfer or take on new responsibilities
- ii) Changes occur in the work equipment used
- iii) New or changed systems of work are introduced

Managers Training

Managers are responsible for induction training and assessing risks in their own Department / office and both they and their supervisory staff shall require and receive training and information, arranged by The Director, on these matters:

- i) Legal duties of the Company, Management and employees generally
- ii) Specific legislation covering the Company's premises and activities
- iii) Risk assessment, safety auditing and inspections
- iv) Grievance procedures and disciplinary rules and procedures relating to Health and Safety
- v) Duties of care to fellow employees, contractors and other members of the public
- vi) Identifying the Health and Safety implications for each task
- vii) Identifying the skills required for each task
- viii) Assessment of their own capabilities in relation to the required skills

Manual Handling Training

Staff carrying out manual handling duties shall receive training in manual handling and lifting principles, arranged by their Manager, to cover the following:

- i) Planning and preparation
- ii) Kinetic techniques
- iii) Good practice principles
- iv) Legal duties

Handling and Lifting

The Company and its employees shall comply with the provisions of the Manual Handling Operations Regulations (1992), (MHO Regulations).

Manual Handling and Lifting

In compliance with the MHO Regulations, the Company will avoid the need for hazardous manual handling that cannot be avoided and reduce the risk of injury as far as is reasonably practicable.

The Company will also assess the risk of injury from any hazardous manual handling that cannot be avoided and reduce the risk of injury as far as is reasonably practicable. Training in the correct techniques of handling and lifting shall be available to all employees.

Whenever it is necessary to move any heavy or awkward equipment and furniture,

employees shall contact the Manager to arrange for the move to be carried out by competent persons. Wherever any equipment is provided for lifting and carrying (e.g. hoist, trolley), that equipment must be used.

Individual Capacities when Handling and Lifting

Employees must take into account their individual capacity when handling and lifting so as not to exceed that capacity. Remember that this capacity can be lowered through illness, stress and tiredness. Any employee asked to handle a load he feels is too heavy or awkward should either get assistance or state that he is unable to handle that load.

Anybody requiring training in manual handling and lifting principles should ask their Manager who will arrange the training with The Director.

WHEN LIFTING:

- Stop and think – plan the lift, do you need help? Is the area free of obstructions
- Place the feet apart with the leading leg forward
- Get a firm grip – keep your arms inside the boundary formed by your legs
- Do not jerk
- Move the feet – avoid twisting the body
- Keep close to the load
- Put down – then adjust

Electricity and Electrical Appliances

The Company and its employees shall comply with the provisions of the Electricity at Work Regulations (1989), to ensure the safety of electrical plant, electrical systems and equipment.

Electricity

No employee shall attempt to rectify any defective or damaged electrical equipment (this includes cables, plugs and connections). These must be reported immediately to The Director, who will arrange for the fault to be repaired by a qualified person.

Electrical Equipment

All electrical equipment must be maintained for safety. Each electrical appliance must be visually inspected regularly for signs of damage or faults in order to control most of the electrical risks.

All electrical appliances that are liable to be moved and are supplied with electric power by means of a plug will be regularly inspected or tested, as shown in the chart below, by The Director. Documentation on the results of these tests shall be kept on file. These appliances include floor cleaners, kettles, heaters, televisions, radios, etc.

Suggested initial intervals for office and other low risk environments:

Equipment/Environment	User Checks	Formal Visual Inspection	Combined Inspection/Testing
Battery-operated (less than 20 volts)	No	No	No
Extra low voltage (less than 50 volts AC) e.g. telephone equipment, low voltage desk lights	No	No	No
Information Technology e.g. Desktop computers, VDU screens	No	Yes 2-4 years	No if double insulated - otherwise up to 5 years
Photocopiers, fax machines – not hand-held. Rarely moved.	No	Yes 2-4 years	No if double insulated - otherwise up to 5 years
Double insulated equipment – not hand-held. Moved occasionally, e.g. fans, table lamps, slide projectors	No	Yes 2-4 years	No
Double insulated equipment – hand-held. e.g. some floor cleaners	Yes	Yes 6 months - 1 year	No
Earthed equipment (Class 1). e.g. electric kettles, some floor cleaners	Yes	Yes 6 months - 1 year	Yes 1 – 2 years
Cables (leads) and plugs connected to the above. Extension leads (mains voltage)	Yes	Yes 6 months – 4 years Depending on the type of equipment it is connected to	Yes 1 – 5 years Depending on the type of equipment it is connected to

Personal Electrical Appliances

No personal electrical appliances, (e.g. radios, transformers and battery chargers) may be used without the approval of the Departmental / Office Manager, who upon giving consent, must inform The Director, who will inspect and test the appliance for safety.

Plant and Equipment

The Company and its employees shall comply with the provisions of Workplace Health, Safety and Welfare Regulations, (1992) and the Provision and Use of Work Equipment Regulations, (1992), (PUWER). Employees using plant (i.e. specialised mechanical apparatus) or equipment shall be competent at using it. Any defective equipment shall be maintained at least to the recommendations of the manufacturer or supplier.

Office Equipment

All equipment located in offices and also all photocopiers, vending machines, guillotines, typewriters, dictation machines, shredding machines etc. located in all buildings are the responsibility of The Director insofar as supply, maintenance and arrangements for service are concerned.

Kitchen Equipment

All plant and equipment located within kitchen areas of the buildings are the responsibility of the Manager insofar as supply, maintenance and service are concerned.

Broadcasting Receiving Equipment

All broadcast receiving equipment is the responsibility of the Manager of that location as regards to maintenance and arrangements for service.

Computer Equipment

All computer equipment located in the buildings are the responsibility of The Director.

Maintenance and arrangements for the service of Network File Servers, PCs and their peripheral equipment throughout the rest of the Company is the responsibility of the Production Manager.

Other Electrical Appliances

All electrical appliances not included above (e.g. fans, kettles, etc.) are the responsibility of the Manager.

Management and supervisory staff shall ensure that no member of staff operates a dangerous machine unless he has received suitable and sufficient training in work at the machine or is under the supervision of a competent person experienced in its correct use. Machines in this category, as described in the Prescribed Dangerous Machines Order (1964) include:

- i) Guillotines
- ii) Various canteen and kitchen tools and machinery

Machine guards are a legal requirement on certain machines and must not be removed under any circumstances by unauthorised persons.

Only trained, instructed and informed competent persons over 18 years of age are allowed to clean machinery where there is any risk from moving parts of the machine.

Hoists and Lifts

Arrangements for the service and maintenance of hoists and lifts are the responsibility of The Director. He must ensure that all personnel are trained in the correct operation of the hoists in cases of breakdown. Periodical inspections with preparation of reports shall be undertaken in accordance with statutory regulations.

All plant and equipment must be serviced and maintained, at least in accordance with the manufacturer's or supplier's instructions.

Housekeeping

All employees must at all times practise a high standard of housekeeping, hygiene and cleanliness. The Manager has the responsibility to ensure that this standard is met and that the Company's good housekeeping rules are adhered to. They will routinely make regular safety checks of their working areas and carry out office safety audits whenever requested by The Director.

Additionally, safety inspections are carried out periodically by Safety Representatives and tours may be made at any time by Senior Management and Health and Safety Committee members.

Food Hygiene

Communal Staff Areas

Food hygiene in communal staff areas is the responsibility of all employees. They are expected to comply with their appropriate legal duties and the Company's personal hygiene policy as well as in matters of food hygiene.

The physical environment is primarily the responsibility of the Company, but in conjunction with all employees who should report any problems or defects to The Director.

Food Brought in by Outside Contractors

Any persons wishing to bring prepared foods such as buffets in to Company's premises must ensure that the food provider has a valid licence from the local authority. Such contractors must be monitored to ensure that they are meeting legislative requirements relating to food preparation and sale.

Provision of Self-Catering Facilities

Self-catering facilities (e.g. kettle, microwave oven, refrigerator) are provided for the use of employees in offices and designated areas within the buildings. All equipment must remain within the allocated areas.

Employees must give due care and consideration to the safe use of catering equipment and may only use this for the intended purpose and in accordance with the manufacturer's instructions. Employees may not bring their own catering equipment without the express consent of a responsible person (e.g. Manager, Director).

First Aid

The Company will provide qualified first aid facilities in the event of an injury or ill health to employees or others to whom we have a duty. These are stated below with the objectives of:

- i) Preserving life
- ii) Limiting the effects of the condition
- iii) Promoting recovery

In the event of illness or accident on the Company's premises, contact the nearest First Aider.

Names and locations of First Aiders are displayed on the Company Notice Boards and in the Internal Telephone Directory. First Aid boxes are held and maintained by every First Aider.

Company car drivers whose annual mileage exceeds 2,500 miles per year on the Company's business must ensure they carry a suitable First Aid Kit in their vehicle. It is the responsibility of the driver to ensure that the kit is kept properly maintained.

Fire

The Company and its employees shall comply with the provisions of the Fire Precautions Act 1971 and the requirements of the Fire Certificate in respect to the individual premises they occupy.

The names of the appointed Fire Officer and his Deputy can be found on the Company Notice Boards.

The procedures set out below may be modified accordingly by Senior Management.

Raising the Alarm

If you discover a Fire during Normal Working Hours:

Smash the glass on the nearest fire alarm **call point** to operate the alarm.

Each Location has fire alarm call points and fire extinguishers and Managers will ensure that their staff are aware of their location and they must also prepare an appropriate fire evacuation procedure and instruct staff on that procedure for the premises.

If you discover a Fire outside Normal Working Hours:

Operate the nearest fire alarm and follow the instructions posted beside the call point.
Try to extinguish the fire using the appropriate fire extinguisher or fire blanket but –
DO NOT TAKE ANY PERSONAL RISKS

Water (**Red**) extinguishers can be used on **wood, paper and textile** fires only
Carbon Dioxide (**Black**) extinguishers are suitable for **electrical** fires
Dry Powder (**Blue**) extinguishers can be used for **any** fire

Evacuation Procedure

When the alarm bell sounds:

- i) Leave your place of work immediately, do not wait to collect coats, handbags etc. but close any adjacent windows if safe to do so.
- ii) Do not use lifts.
- iii) Do not endanger yourself or others by lingering in corridors or stairways.
- iv) Always use the nearest Fire Exit (if possible).
- v) Never run.
- vi) Assemble at the designated meeting point and upon arrival assemble in area / departmental groups but leave a clear passage for any traffic to pass safely.
- vii) Fire Wardens will be responsible for checking that all persons have left the building, including wash rooms, before they themselves leave the building. They will also be responsible for nominating Fire Marshals to assist them and also to act for them in their absence.
- viii) Locked offices / stores should be left unless keys are immediately available.
- ix) Once evacuation has taken place, the Fire Warden (or other person(s) nominated by the Fire Warden) should report to the Management at the assembly point:
 - That his area is clear of personnel and any visitors
 - That his area is clear, but he was unable to check locked areas
 - That his area is clear apart from named personnel who refused to leave the area
- x) No member of staff may re-enter the building until told by a Fire Brigade Officer or the Company's Fire Officer (as appropriate) that it is safe to do so.
- xi) In the case of evacuation outside the period 0600 – 2200 hrs the reporting officer (to whom the Fire Wardens report) will be The Director. Where the evacuation takes place at weekends, The Director will check the names of staff from the daily staff roster.
- xii) Names of Fire Wardens and Deputies together with names of Fire Marshals are shown on the Company Notice Boards in each building.

General Fire Information

Each member of staff must:

- i) Read the Fire Notices displayed on the Company Notice Boards and understand their contents.
- ii) Know the assembly point.
- iii) Know the location of their nearest fire alarm point, fire equipment and Fire Exits.
- iv) Be aware that no fire extinguisher equipment may be moved from its appointed position other than to be used in emergency to extinguish a fire.
- v) Be aware that the use of fire equipment for emergency purposes must be reported to Senior Management immediately after use.
- vi) Ensure that all gangways or corridors near their desks are kept free from obstruction

Bomb Alerts

Bomb Threats

In the event of a bomb threat, the action to be taken will depend on the circumstances at that time.

The Police advise the Company that the premises should not be vacated unless they actually give instructions to do so.

During an alert all persons on the premises are advised to move away from the windows to the central part of the building where possible. In the event that the Police ask you to vacate the premises, instructions will be given at the time and must be acted upon immediately.

Fire Wardens and Marshals will be responsible for ensuring that their areas are clear in the exact same way as a Fire Drill. They should ensure that all locked offices / areas are clear of personnel.

On leaving the premises, you may be directed behind a line by the Police.

Suspect Packages and Suspicious Objects

These may be delivered by post, by person or just left unattended inside or outside Company premises.

A suspicious object is an item which may contain a bomb, which is out of place and which cannot be accounted for. Any suspicious package or object must be treated with extreme caution and the Police notified immediately. Under no circumstances must you pick up or move the object.

At all locations, variations may occur and where alternative arrangements exist, these should be prepared by Management in liaison with the local Police.

Contractors

The following set of rules shall be included in any contract with persons or companies carrying out work on the Company's premises:

Contractors to Inform Employees

It is the responsibility of the contractor to ensure that all his employees, his sub-contractors and their employees whilst on site are familiar with these Safety Regulations.

Reporting to the Company's Management

Before commencing on any new contract, the Contractor's Senior Representative at the site must report to the person who authorised the work in order to:

- i) Have the site of operations defined.
- ii) Be informed of the facilities available to Contractor employees, i.e. cloakroom, drinking water, First Aid, etc.
- iii) Have the fire and evacuation procedures defined.
- iv) Receive any information about the Company's processes which may affect the contract work.

Use of the Company's Equipment

Contractors are expected to provide their own tools, plant and equipment necessary to carry out the work in hand. Use of the Company's equipment is not permissible without the written authority of the Management. Contractors should also ensure that their employees are provided with any necessary safety equipment, e.g. helmets, goggles etc.

Statutory Provisions

The Contractor will comply with all relevant Statutory Provisions.

Building Operations

The Company requires all building work to be carried out strictly in accordance with Health and Safety Legislation and emphasises the importance of complying with the requirements for all equipment used, including scaffolding and access equipment.

Ladders

All ladders must be of sound construction and free from obvious defects. They should be suitable for the work in hand and must be lashed, footed or otherwise made secure when in use.

Overhead Work

No work must be commenced above the heads of the Company's employees, or over gangways and stairwells until all precautions have been taken to ensure the safety of persons and property below and have been checked by the Manager.

Storage of Flammable Liquids and Materials

Before storing paint, paint thinners, petrol, oil or any other flammable liquids or materials, the approval of the Manager must be obtained.

Warning of Danger

Care must be taken at all times to protect the Company's employees, property and work from danger and any circumstances which give rise to such danger must be reported immediately to the Manager.

Danger from Electricity

If it is necessary to carry out work in any place where there is a danger that persons would come into contact with live electrical equipment, such work must not commence without the permission of the Manager.

Safety Precautions

Anything that has been provided for the safety of the Company's employees or other persons must not be interfered with.

First Aid

The Company has qualified First Aiders available to treat any injuries sustained by the Contractors employees. All accidents, injuries and dangerous occurrences must be recorded in the Company's Accident Book on-site. All accidents involving personal injury causing more than three days off work must be notified to the Manager to enable the Company to comply with the statutory obligations under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Unused Materials

Contractors are required to remove all unused materials and leave the site clean and tidy on completion of the work.

Pollution

Oils, solvents and other harmful chemicals must not be disposed of down the Company's drains and care must be taken to avoid accidental contamination of drains by such materials.

Smoking Areas

The Company operates a no smoking policy on its premises.

Appendix 1

Individual Responsibilities

The person appointed as responsible for Health and Safety is the Managing Director who will:

- i) Agree the health and safety policy with top management and regularly review, maintain and update the policy as necessary.
- ii) Ensure the effective implementation of the Company's Health and Safety Policy Document.
- iii) Understand the application of the Health and Safety at Work Etc. Act (1974) and all other relevant health and safety legislation.
- iv) Ensure funds and appropriate facilities are available to meet the requirements of the policy.
- v) Ensure that any employee failing to comply with the requirements of the policy are dealt with appropriately, where necessary through the Company's Disciplinary Procedure.
- vi) Ensure that health and safety training requirements for all levels of employees within the Company are fulfilled.
- vii) Co-ordinate the roles of the Health and Safety Committee and the Management to ensure the requirements of the Policy are met.
- viii) Ensure the induction training of all new employees.
- ix) Nominate the appointed members of the Health and Safety Committee through the Management Committee.
- x) Ensure the Health and Safety Committee are sufficiently trained to carry out their functions.
- xi) Ensure that adequate and appropriate health and safety records are kept and maintained.
- xii) Set a personal example at all times with respect to health and safe

Employees will:

- i) Familiarise themselves with the Company's Health and Safety Policy.
- ii) Carry out all operations and work in the prescribed manner.
- iii) Use equipment correctly including safety equipment and/or protective equipment.
- iv) Report any defects in plant or machinery immediately.
- v) Develop a personal concern for the safety of themselves and others.
- vi) Avoid improvising or taking short cuts which would result in unauthorised or unnecessary risks.
- vii) Inform new and transferred employees of any known hazards involved in the operation or work of the area/department.
- viii) Report any accidents or incidents to themselves whilst at work.
- ix) Report any accidents or incidents which may result or may result in damage to plant and equipment.
- x) Suggest ways to improve health and safety and to eliminate hazards whilst at work.
- xi) Co-operate with the investigations of accidents with the objective of introducing methods to prevent a recurrence.
- xii) Set a personal example, especially to new members of staff.

Supervisory staff will in addition:

- i) Ensure employees in their team receive adequate training, instruction and information and are aware of all hazards in the operations and work carried out.
- ii) Ensure that any plant and equipment used is maintained and safe.
- iii) Ensure that when required, safety devices are correctly fitted and maintained.
- iv) Ensure that defects and faults affecting the operations and work carried out are rectified.
- v) Set-up and maintain a system of good housekeeping for the section under their control.

Managers at all levels will in addition:

- i) Ensure the Company's Health and Safety Policy is applied to all functions within their control.
- ii) Ensure that new employees receive the induction training and are aware of all hazards in the operations and work carried out.
- iii) Discipline any employees under their control, who fail to comply with the requirements of the policy.
- iv) Ensure that all relevant matters of health, safety and welfare are acted upon with regard to new legislation requirements, guidelines and codes of practice.
- v) Carry out regular health and safety audits within their Department / offices.
- vi) Ensure that common facilities of the premises for which they are responsible (e.g. heating, ventilation, lighting, lifts, toilets etc.) are adequately maintained.
- vii) Ensure housekeeping is maintained to a high standard.
- viii) Liaise with The Director over the full range of their individual responsibilities.
- ix) Comply, where necessary, with the requirements for a Fire Certificate / First Aid Certificate
- x) Ensure that all employees and contractors on their premises are aware of fire procedures and evacuation procedures.
- xi) Ensure that there are competent persons who will stand in for them whenever necessary (e.g. whenever away from the office, etc.).
- xii) Ensure the fire prevention / fire fighting equipment (e.g. extinguishers, procedures, notices, etc.) are readily available and visible.
- xiii) Ensure that the premises for which they are responsible are cleared upon evacuation.
- xiv) Ensure that adequate security of the premises is maintained at all times.

The Director will:

- i) Have an understanding and knowledge of the Health and Safety at Work etc. Act (1974), The Management of Health and Safety at Work Regulations (1999), the Fire Precautions Act 1972 and all other relevant health and safety legislation.
- ii) Co-ordinate the management of safety provisions throughout the Company.
- iii) Regularly conduct a Company Health and Safety audit, produce and get agreement to a systematic action plan and implement the actions arising from this plan.
- iv) Report any matters concerning health and safety to the Managing Director.
- v) Prepare and implement with the agreement of the Managing Director the Health and Safety plan.
- vi) Receive information from the HSE and other sources (e.g. journals, British Safety Institute, etc.) regarding new methods of accident prevention, new legislation requirements and new codes of practice.
- vii) Advise the Management of any relevant changes to Health and Safety legislation.
- viii) Review, recommend and implement training programmes on matters of Health and Safety for all employees.
- ix) Ensure health, safety and welfare information is adequately distributed and communicated throughout the Company, particularly with regard to new legislation requirements, guidelines and codes of practice.
- x) Provide relevant Health and Safety information to employees, contractors and visitors.
- xi) Provide support and advice to all employees on matters of Health and Safety.
- xii) Advise Management on Human Factors in the control of risk, with regard to the job, the organisation and the individual.
- xiii) Set a personal example.

The First Aider will:

- i) Ensure that first aid facilities, equipment and personnel are readily available and co-ordinate, train and led the first aid team.
- ii) Ensure that first aid is carried out in accordance with the Health and Safety (First Aid) Regulations 1981 and Approved Code of Practice 42.

- iii) Ensure that first aid box items are restocked at regular intervals or when necessary.
- iv) Ensure that all accidents however slight are recorded in the Accident Book.
- v) Carry out health education programmes as appropriate.
- vi) Liaise with all staff and Management with regard to health issues.
- vii) Provide a confidential counselling service to all employees.

Appendix 3

Health and Safety at Work etc. Act (1974)

Summary of Key Duties

Duties of Employers (So far as is reasonably practicable) i.e. Bodies Corporate / Proprietors / Owners / Partners etc. are:

Duty of employer to employees:

Ensure health, safety and welfare at work (i.e. safe equipment, systems of work, articles/substances, access, egress, information, training, supervision, working environment, safety policy, consult with safety representatives etc.)

Duty of employer to non-employees:

Ensure safety of work activities

Duty of occupiers to non-employees:

Ensure safety of premises, access, egress, plant and substances.

Duty of manufacturers and suppliers to users of articles and substances:

Design/construct/install/supply and provide information to ensure health and safety when used.

Duties of Individuals:

- i) Take reasonable care of self and others affected by act or omissions.
- ii) Co-operate with employer and others to enable legal duties to be performed.
- iii) Any person through their Act or Default causing an offence to be committed by another person.
- iv) Director, Senior Manager, etc. through their consent, connivance or neglect causing an offence to be committed by a body corporate.

Duties of Self Employed:

Ensure safety of self and others affected.

General Duties:

Not to contravene improvement/prohibition notices, court orders, obstruct or impersonate inspectors, make false statement/written entries, etc

Appendix 7

Housekeeping Checklist

- Read the Company's Health and Safety Policy.
- Check that you know the Fire Procedure and where the exits and the fire extinguishers are.
- Check that you know who your First Aider and Fire Warden are.
- Keep gangways clear and keep access to equipment and exits clear.
- Keep the areas around fire extinguishers clear and do not use them as door stops.
- Store paper and files off the floor in cabinets or on shelves. Remember that paper stored on the floor is a fire and a tripping hazard.
- Where glass is broken, clear it up immediately – double wrap and label “Broken Glass” before disposing but do not put into a waste bin.
- Report loose or worn flooring, follow up if it is not attended to.
- Report damaged or broken furniture or equipment, follow up if it is not attended to.
- Check for trailing cables and wiring, damaged plugs, damaged or poorly sited electrical sockets, report and follow up if it is not attended to.
- If cleaning an electrical appliance, (e.g. PCs), ensure that it is switched off first.
- At the end of the day, ensure that all electrical equipment and lighting is switched off and windows are closed.
- Keep your work area tidy, ensure that bags and coats are safely stored. Remember that the Company cannot accept responsibility for personal items lost or stolen on the premises.

- Make sure that new staff are aware of health and safety.
- And remember that this is not an exhaustive list. Be safety conscious and stay safe at all times.

Appendix 8

Health and Safety Suggestion Form

Name: _____

Location: _____

I would like the Company to consider this suggestion regarding health and safety:

Signed: _____ Date: _____

Signature of Manager: _____ Date: _____

Please send this form to Head Office

This suggestion has / has not been implemented for the following reason(s):

Signature: _____ Date: _____

(Please photocopy this page if you wish to keep a copy)