

consider

HEALTH AND SAFETY POLICY

1. **ABOUT THIS POLICY**

- 1.1 This policy sets out our arrangements for ensuring we meet our health and safety obligations to staff and anyone visiting our premises or affected by our work.
- 1.2 Alistair Kelly has overall responsibility for health and safety and the operation of this policy.
- 1.3 This policy does not form part of any employee's contract of employment and we may amend it at any time. We will continue to review this policy to ensure it is achieving its aims.

2. **YOUR RESPONSIBILITIES**

- 2.1 All staff share responsibility for achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.
- 2.2 You should report any health and safety concerns immediately to your line manager or Alistair Kelly
- 2.3 You must co-operate with managers on health and safety matters, including the investigation of any incident.
- 2.4 Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

3. **INFORMATION AND CONSULTATION**

Where necessary we will inform and consult directly with all staff regarding health and safety matters.

4. **TRAINING**

- 4.1 We will ensure that you are given adequate training and supervision to perform your work competently and safely.
- 4.2 Staff will be given a health and safety induction and provided with appropriate safety training.

5. **EQUIPMENT**

- 5.1 You must use equipment in accordance with any instructions given to you. Any equipment fault or damage must immediately be reported to your line manager. Do not attempt to repair equipment unless trained to do so.

6. **ACCIDENTS AND FIRST AID**

- 6.1 Details of first aid facilities and the names of trained first aiders are displayed on the notice boards.

6.2 All accidents and injuries at work, however minor, should be reported to Alistair Kelly and recorded in the Accident Book, which is kept at Alistair Kelly's desk.

7. **FIRE SAFETY**

7.1 All staff should familiarise themselves with the fire safety instructions, which are displayed on notice boards and near fire exits in the workplace.

7.2 If you hear a fire alarm, leave the building immediately by the nearest fire exit and go to the fire assembly point shown on the fire safety notices. Do not stop to collect belongings and do not use the lifts. Do not re-enter the building until told to do so.

7.3 If you discover a fire do not attempt to tackle it unless it is safe and you have been trained or feel competent to do so. You should operate the nearest fire alarm and, if you have sufficient time, call reception and report the location of the fire.

7.4 Fire drills will be held at least every 12 months and must be taken seriously. We also carry out regular fire risk assessments and regular checks of fire extinguishers, fire alarms, escape routes and emergency lighting.

7.5 You should notify your manager or Alistair Kelly if there is anything (for example, impaired mobility) that might impede your evacuation in the event of a fire. A personal evacuation plan will be drawn up and brought to the attention of colleagues working in your vicinity.

7.6 Alistair Kelly is responsible for ensuring fire risk assessments are undertaken and implemented, and for ensuring regular checks of fire extinguishers, fire alarms, escape routes and emergency lighting.

8. **RISK ASSESSMENTS AND MEASURES TO CONTROL RISK**

8.1 We carry out general workplace risk assessments periodically. The purpose is to assess the risks to health and safety of employees, visitors and other third parties as a result of our activities, and to identify any measures that need to be taken to control those risks.

9. **COMPUTERS AND DISPLAY SCREEN EQUIPMENT**

9.1 If you use a computer screen or other display screen equipment (DSE) habitually as a significant part of your work:

9.1.1 You should try and organise your activity so that you take frequent short breaks from looking at the screen.

9.1.2 You are entitled to a workstation assessment.

9.1.3 You are entitled to an eyesight test by an optician at our expense.

9.2 You should contact your line manager to request a workstation assessment or an eye test. Eye tests should be repeated at regular intervals as advised by the optician, usually every two years. However, if you develop eye problems which may be caused by DSE work (such as headaches, eyestrain, or difficulty focusing) you can request a further eye test at any time.

- 9.3 We will not normally pay for glasses or contact lenses, unless your vision cannot be corrected by normal glasses or contact lenses and you need special glasses designed for the display screen distance. In such cases we will pay the cost of basic corrective appliances only.