Health and Safety Policy

Safety 4 HEd LLP –
Bespoke as Standard

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Background

Under the Health and Safety at Work etc. Act 1974, companies are required to have a health and safety policy statement. However (see Section 2(3) as modified by the Employers' Health and Safety Policy Statements (Exception) Regulations 1975), this only applies to companies of five or more employees. As a result ***Safety 4 HEd*** does not require to have a health and safety policy. We have decided to write a policy for ourselves because it not only demonstrates our ongoing commitment to the highest standards but it also acts as an example to other companies (including our Clients) of what a simple policy can look like and how such documents do not need to be long or complex.

The law requires the policy to be in three sections, the written *statement* of general policy, and the *organisation* and *arrangements* to implement the policy. However, it does not stipulate the format (other than in writing) or that the document must be a single document or separated over several physical documents. In this simple policy we have decided to maintain a single document for the policy and key arrangements, with second level arrangements (procedures and supporting materials) being housed in separate subordinate documents. This is a common approach, and one we recommend is followed for simplicity.

Note: In this document Staff is taken to mean Partners, employees, internal trainees and any other person who is involved in our work as part of the company. Contractors refers to people who are delivering services to or for us, but who are specifically part of another organisation. Public includes any visitors, or third parties, including our clients (including those attending training courses), for whom we provide contract services.

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1 Statement of General Policy

As specialists in health and safety, ***Safety 4 HEd*** are very aware of our legal and moral obligations to protect ourselves, anybody working for us (including contractors), and other people who may be impacted by our work, from the risks of accidents and ill health that may result from our work activities. We are committed to meeting our legal and moral responsibilities in full, and exceeding the requirements whenever we can, and in all cases doing our utmost to eliminate or reduce overall risks.

In particular, so far as is reasonably practicable, we will manage the company so as to:

- ensure our systems of work are safe and without risks to health;
- ensure our equipment is suitable for use and suitably maintained;
- have arrangements in place to ensure the safety of, and absence of risks to health from, the use, handling, storage, transport and disposal of articles and substances that we undertake;
- provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of our staff, and ensure that our contractors have done this for their staff, and also to provide necessary information to any other people who are identified as being potentially affected by our activities;
- ensure any place of work under our control (to the extent of the control we have) is maintained in a safe condition without risks to health, especially the access and egress, and including for emergency situations;
- provide and maintain a working environment that is safe, without risks to health, and includes adequate facilities and arrangements for staff welfare at work;
- continually improve on all our systems and standards, wherever we identify the opportunity to do so.

We will consult with our staff (and as necessary contractors and clients) to make and maintain arrangements (including emergency plans) to facilitate effective measures to ensure the health and safety at work of all people who may be affected by our work activities, and proactively check the effectiveness of those measures.

Records of our assessments and actions (including competencies and training provided) will be maintained and reviewed as necessary. This policy and all arrangements will be reviewed at least every two years.

Signed



Vincent Theobald-Vega
Partner / Consultant



Juliet Theobald-Vega
Partner

Date as review date on page 1.

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2 Organisation

This section of the health and safety policy exists to specify the responsibilities of the different parties in the company, essentially defining who does what and when. It also defines the standards of management (such as HSG65:2013) that will be used in running the company and the primary activities (such as audit) that will be used to ensure compliance with the policy.

Safety 4 HEd is a micro company and as such we have a very flat structure, with the Directors / Partners and the staff being the same people. Therefore all roles fall to both Partners equally, unless otherwise stated. At present there are no staff other than the two partners, but this policy covers for the possibility of growth and more people becoming involved with the organisation.

The management of the company will be monitored using HSG65:2013 as the basic standard and with the necessary planning, risk profile, risk assessment, monitoring, investigation and review documentation being maintained within the company. All data is maintained in accordance with ICO guidelines. We aim to comply with all relevant British Standards and International Standards where we practicably can. This includes those listed in the standards appendix to this document.

Our health and safety procedures are integrated with our quality procedures, both issues being incorporated in the same documentation.

Specific management elements will include the following issues and controls:

- We will ensure the suitability of our systems of work by the use of risk profiles, risk assessments, and suitable procedures for the specific work involved. These will normally be generic assessments, unless specific considerations are needed to counter abnormal risks.
    - Risk assessments and procedures shall specifically address the use of hazardous substances or hazardous equipment, including the procurement, storage, use, transport, wastes and disposal.
    - Any place of work under our control (especially the access, egress and emergency situations) will be specifically risk-assessed prior to work commencing.
- We will ensure our equipment is suitable for use by consideration of the risk assessments and procedures identified above, and by ensuring that safety-critical equipment is maintained. In addition to this, we will ensure the operational integrity of equipment by maintenance and inspection in accordance with our maintenance programme.
- Prior to undertaking a task, the skills will be considered so as to ensure any staff or contractors are competent. These assessments will be generic for most tasks:
    - Prior to undertaking work, the correct information will obtained and provided to staff, and where necessary contractors.
    - The company is responsible for the training of staff.
    - Contractors are responsible for the training of their staff.

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- Where additional information is required to be provided (for example to the public) a suitable means to provide the information will be put in place prior to the tasks being undertaken. This may include signage, documentary instructions (for example to clients prior to working on their equipment) or digital resources.
- As part of the risk assessments, any place of work under our control will be maintained in a suitable condition with respect to welfare arrangements. Welfare arrangements for work undertaken other than in our controlled workplaces will be included in the task risk assessments.

All plans (including emergency plans), risk profiles, risk assessments, reports, procedures, policies and live records, will be monitored and specifically reviewed at least every two years. This will be undertaken by both Partners.

- Risk assessments will be primarily the responsibility of ***Vincent Theobald-Vega*** to undertake and review as necessary.
- Audits of our procedures will be undertaken by ***Vincent Theobald-Vega*** or an external competent person.

Every year (normally in April) there will be a review of the operation of this health and safety policy, and the assessments, procedures, and actions points will be recorded and actioned as necessary.

Any Staff or Contractors engaged will be required to follow the arrangements in this policy and to report to the Partners any issues identified, incidents that occur or problems encountered.

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3 Arrangements

Any situation beyond the generic risk profiles and risk assessments held in the office will be specifically risk assessed. These situations are automatically considered hazardous until an assessment has deemed otherwise or suitable and sufficient controls have been put in place.

Training will be undertaken when identified as needed in a risk assessment or in a training matrix document held in the office. Additional CPD training will also be undertaken to further extend the skills of company staff. Contractors will be required to demonstrate that they have suitable and sufficient competency to undertake any tasks allocated to them.

Emergency plans are to be held in the office for a wide range of foreseeable incidents as identified in risk profiles and risk assessments. They form a standardised emergency planning matrix. Where additional controls are identified as necessary they are to be defined by risk assessment.

The following arrangements include reference to quality issues because all our systems are integrated.

Note. When on clients sites we will follow their precautions and ours, whichever offers the highest standards at that time.

Accidents and Incidents (including ill health)

All incidents (accidents, near miss events, dangerous occurrences, complaints) will be recorded regardless as to whether or not they are reportable to any body. Where reports are required they will be made by a Partner. All incidents will be investigated internally and a record maintained. Any actions required will be planned and actioned by the Partners in a timely manner.

Asbestos

Safety 4 HEd does not own or occupy premises with asbestos and so does not hold an asbestos register. If this situation changes, an asbestos register will be generated and managed in accordance with the regulations at the time.

We do not take or handle asbestos samples.

When visiting workplaces where asbestos is being worked upon, we do not enter live enclosures and do not undertake work on asbestos materials. When observing work on asbestos materials, a suitable distance or other physical barriers will be maintained.

Audit

Internal audits of paperwork are planned for every second year, in April. Additional checks may also be undertaken as and when necessary, or when the opportunity arises.

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Biological Safety

Safety 4 HEd do not sample or store any biohazardous materials. When on clients' sites we follow their protection protocols as necessary for biosafety.

No vaccinations are required for the work undertaken by ***Safety 4 HEd***. However, if at any time in the future, we should undertake work involving a hazardous pathogen for which a proportionate occupational health measure would include vaccination, then those vaccines shall be obtained by ***Safety 4 HEd*** staff. This will be specified and documented in a formal risk assessment.

General proportionate biosafety precautions will be followed on all sites (especially demolition, agricultural and related sites) and a good standard of welfare maintained at all times. When undertaking site visits this may include use of hand cleaning gels, if other precautions are not available.

Chemical Safety

Safety 4 HEd do not stock or use hazardous chemicals at any significant level. The use of lens wipes and similar materials are clearly below the threshold of harm and are not counted as hazardous. Small amounts of alcohols and other solvents are used for cleaning white boards, as solvents in inks and similar, which are likewise not counted as hazardous because of the very small volumes involved.

Safety 4 HEd will not take samples of hazardous substances, nor stock or dispose of them.

Ergonomics (including DSE and Manual Handling)

DSE assessments are undertaken on workstations that are set up according the the individual's needs. Manual handling is undertaken at a very low level (mainly papers for training courses or meetings, along with minor equipment and publicity materials). Wherever practicable, loads are moved using trolleys and wheeled cases.

Fire

In case of fire we follow evacuation procedures. This is regardless of the premises concerned. If it is safe to do so, ***Safety 4 HEd*** staff may undertake fire fighting using equipment available. The decision is left to the member of staff concerned.

As we are not in control of non-domestic premises there are no formal inspections or maintenance issues to be managed and no fire risk assessment required.

Investigation

All investigations of incidents where the root causes are other than trivial, will be investigated using the approach laid out in HSG245. Records of all investigations will be maintained.

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Radiations (ionising and non-ionising)

Safety 4 HEd does not use ionising radiations and do not operate as radiation workers, supervisors or advisors. Any work undertaken in a controlled or supervised area will be undertaken in accordance with the host company's rules.

Lasers are used at class 1 and 2 only (below 1 milliwatt and visible light – normally red) for laser pointing and range finding on instruments. No specific precautions are required.

LED systems are also used for cameras, lighting and related matters. Again these are relatively low power and no specific precautions are required.

Risk Assessment

Formal risk assessments will be undertaken when necessary. However, most situations only require informal assessment and frequently, no records will need to be maintained. Where records are required (with formal assessments) they are kept in the relevant project files. All assessments are undertaken by a competent person. Where required PPE will be supplied to staff that is suitable for the situation involved.

Transport and Travel (including overnight accommodation)

Only staff and personal equipment / company materials are transported. We do not engage in the transportation of classified hazardous substances. Whenever reasonably practicable, long journeys will be undertaken by public transport (mainly train) whilst shorter journeys are mainly made by car. Sensible assessments of travel time are made and working hours are carefully considered to ensure that long trips are not hazardous. If conditions change during a trip, breaks in the journey are to be taken, including overnight stays when necessary.

The vehicles are to be given a pre-journey inspection prior to use. Vehicles are to be reasonably maintained and are always insured for business use.

End of document.

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