

## **Health & Safety Statement**

### **Responsibilities**

#### **Managing Director**

The Managing Director has the overall duty for the implementation and monitoring of the Health & Safety policy and making finance and resources available to ensure compliance with legal requirements.

The Managing Director has a responsibility under the Health & Safety at Work Act 1974 and other legislation for the maintenance of satisfactory standards of health and safety and working conditions for all employees and ensuring that Constructing Equality Ltd.'s operations give no cause for justifiable complaint on the grounds of contravening the relevant government regulations statutory acts or local bylaws in respect of the effect upon the local environment.

The Managing Director is responsible for ensuring that there are provisions in place for any special needs groups – i.e. new and expectant mothers and young persons who may be a part of the workforce.

The Managing Director has delegated the day-to-day monitoring and management of the performance of the business against the relevant policies to the Product / HR Manager.

#### **Managers**

Managers are responsible for the implementation of the Health & Safety policy in areas under their control. Managers have the day-to-day responsibilities for the training and finance of the safety of the personnel within their departments and ensuring these personnel are aware of the hazards associated with their work. Managers have a responsibility for communicating with all employees ways of improving safety throughout Constructing Equality Ltd, and liaising with the Health & Safety Officer on hazardous situations requiring attention.

Managers also have a responsibility for:

- Assisting in the investigation of accidents / dangerous occurrences in the work area
- Organisation of safety training for personnel within their departments (evacuation procedures, manual handling training etc.)
- Reviewing the safety audits and risk assessments made by the Health & Safety officers and liaising on corrective actions required.
- Ensuring housekeeping and general standards of hygiene are being maintained within their area in order to improve efficiency, minimise the risk of accidents and to provide safe access and egress from working areas.
- Ensure that arrangements are made for special groups of people, i.e. new and expectant mums and young persons who may come into the workplace
- Helping to achieve reasonable, congenial and pleasant working conditions with acceptable standards of hygiene.

#### **Health & Safety Officer**

The Health & Safety Officer will be nominated and appointed to oversee all aspects of health & safety throughout Constructing Equality Ltd and is supported by the Health & Safety Officer of the landlord (The Women's Organisation - TWO):

The Health & Safety Officer is responsible for:

- Identification of unsafe equipment, working conditions and practices
- Recommendations on remedial action to remove safety hazards.
- Advice on drawing up and implementing safe working systems, provision and use of appropriate personal protective equipment (PPE)
- Provision of advice and information on the legal requirements affecting safety
- Assistance in the investigation of accidents / dangerous occurrences in the work area
- Completion of all documents required by safety / welfare legislation in terms of the notification of accidents as laid down in RIDDOR, safety reports and statistics
- Liaison with the departmental managers in the organisation for safety training in Constructing Equality Ltd including first aid and manual handling
- Communication with all employees of ways of improving safety throughout Constructing Equality Ltd, also communicating with appropriate management on hazardous situations requiring attention
- Safety audits and risk assessments and liaising with the departmental manager on corrective actions required
- Liaising with the environmental inspector, fire brigade, H&S inspectorate, company partners, etc. also inspection of premises to ensure compliance with the relevant statutory acts, regulations, by laws etc. and to inform the directors of defects.
- Ensuring housekeeping and general standards of hygiene are being maintained throughout Constructing Equality Ltd in order to improve efficiency, minimise the risk of accidents and to provide safe access and egress from working areas.
- Helping to achieve reasonable, congenial and pleasant working conditions with the acceptable standards of hygiene.

### **Employees**

All employees are responsible for their own health and safety and that of their fellow employees. There are defined duties that apply to employees under the Health & Safety at Work Act, and failure to comply with these can lead to prosecution of the individual.

All employees must:

- Take responsibility for the health and safety of themselves and others who may be affected by their acts or omissions
- Co-operate with any duty or requirement imposed upon them by their employer or any other person to enable that duty or requirement to be fulfilled, e.g. wearing safety equipment, using machine guards, correct fire evacuation procedure.
- Not intentionally interfere with or misuse anything provided in the interests of health and safety
- Report and co-operate in the investigations of all accidents or incidents that have led or may lead to injury
- Report any potential risk, hazard or malfunction of equipment to the appropriate person.

Any failure by an employee to comply with any aspect of Constructing Equality Ltd.'s health and safety procedures, rules or duties specifically assigned to the employee with regard to health and safety will be regarded as misconduct which will be dealt with under the terms of Constructing

Equality Ltd.'s disciplinary procedures. (This may also lead to prosecution if deemed a breach under the Health & Safety at Work Act)

### **Fire Drill**

Constructing Equality Ltd will ensure that staff participate in a full evacuation fire drill on an annual basis, this applies to the serviced-office as occupied within The Women's Organisation premises. Fire Action notices are displayed by the landlord through The Women's Organisation premises

### **Fire Wardens and Marshals**

Designated fire wardens are in place to assist with the evacuation of the office in the event of an emergency. These persons will be led by a designated Fire Marshal from the landlord, The Women's Organisation. Appointed Fire Wardens and Marshals will collect the relevant registers for the purpose of the roll call. The Women's Organisation Marshals and wardens will be identifiable by their High Visibility jackets that will be colour coded to clearly mark out their role.

Yellow jackets will be used to indicate a Fire Warden, 2 persons are appointed per floor to cover for absences. Their roles are to clear the floor they are assigned to and guide persons to their roll call point.

Landlord Fire Wardens: Maggie O'Carroll, Helen Millne, Jackie Williams, Thiri So, Lynn Kelly

Constructing Equality Ltd Fire Warden: Paul Boothroyd

### **First Aid**

Constructing Equality Ltd has a duty to ensure as far as is reasonably practicable, the health, safety and welfare of its employees. Constructing Equality Ltd will ensure that qualified first aiders are appointed in compliance with the Health & Safety at Work Act 1974.

First Aid boxes will be located at designated points (stationery cupboard) and will be checked and replenished by the appointed first aiders.

The names of the appointed first aiders will be displayed throughout The Women's Organisation premises and in the Constructing Equality Ltd offices.

Constructing Equality Ltd First Aider (pending): Patrick Hughes

### **Accident / Incident Reporting**

An accident book will be available in the Constructing Equality Ltd offices (Stationery cupboard) and all accidents must be recorded in the accident book and signed immediately. The health & safety officer should be informed who will carry out an investigation and complete any additional reports which may be required.

Any incident resulting in an absence from work of three days or more will be reported to the Health & Safety Executive by the health & safety officer. In the event of the following accidents, a record of injury must be completed;

- Injury reportable under RIDDOR
- Sprains / strains to muscles, ligaments or backs
- Injury caused by contravention of company safety rules
- Injury resulting in absence from work
- Injury requiring hospital / doctors treatment

All accident records will be secured in the personnel file to comply with the Data Protection Act.

### **Accident Investigation**

Minor accidents will be monitored by the first aiders and any regular occurrences or patterns observed will be reported to the Managing Director. All major accidents or dangerous occurrences will be investigated by the health & safety officers and the Managing Director and a report prepared and presented to management for auctioning. The health and safety officer will ensure appropriate remedial action is taken to prevent recurrences of serious accidents, regular minor accidents and incidents. Following any accident / incident a full review of the appropriate risk assessment will be undertaken by the health and safety officer with appropriate remedial actions reported to senior management

### **Control of Substances Hazardous to Health (COSHH)**

Constructing Equality Ltd will not perform any undertaking which is liable to expose any employees to any substance hazardous to health unless they have made a suitable and sufficient assessment of the risks created by that work to the health of their employees.

A risk assessment will be undertaken where duties which may involve encounters with hazardous substances.

The assessment will include:

- Assessment of the risks to health
- Consideration of the practicability of preventing exposure to hazardous substances
- The steps that need to be taken to achieve adequate control of exposure where prevention is not reasonably practicable.

The risk assessment will take into account:

- What the substance is and what form it takes (gas, liquid, solid)
- What effects the substance will or may have
- How an employee may be exposed

Personal Protective Equipment (PPE) will be considered as a method of control after all other measures have been investigated.

Assessments will be recorded and kept readily accessible to ensure continuity and accuracy of knowledge among those who need to know the results.

Employees or their representatives will be informed of the results of the assessment and copies of any records of it will be made available to them

Assessment will be reviewed whenever there is evidence to suspect that it is no longer valid or where there has been significant change in the work to which the assessment relates.

### **Manual Handling**

Constructing Equality Ltd will undertake assessments of all manual handling activities throughout the business operation. Constructing Equality Ltd will undertake training on manual handling for all employees and records maintained.

Under the Manual Handling Operations Regulations 1992, Constructing Equality Ltd has a duty to:

- Avoid hazardous manual handling operations so far as is reasonably practicable – this may be done by redesigning the task to avoid moving the load or by automating or mechanising the process
- Make a suitable and sufficient assessment of any hazardous manual handling operations that cannot be avoided and
- Reduce the risk of injury from those operations so far as is reasonably practicable

## **Noise**

The Noise at Work Regulations 2005 are intended to reduce hearing damage caused by loud noise. Employers are required to assess noise levels and take action when certain levels are reached. These assessments must be carried out by a competent person who understands the regulations and records kept of all assessments made.

## **Risk Assessments**

Constructing Equality Ltd will carry out risk assessments on all activities that are undertaken. All risk assessments will be recorded and kept in the health and safety file which is available to employees and other interested parties. The risk assessment ensures hazards are identified, assessed and enable steps to be taken to eliminate or reduce the risks of accidents and injuries. The risk assessment will incorporate;

- Hazard – as hazard is anything that has the potential to cause harm
- Risk – is how likely it is that a hazard will cause actual harm
- Control Measures – measures needed to reduce or eliminate the risk

## **Electricity**

Constructing Equality Ltd has a duty to provide and maintain suitable and safe work equipment. This includes training on the use of specialist equipment and appliances. Employees have a requirement to comply with instructions laid down by Constructing Equality Ltd.

Any portable equipment is to be used in accordance with the manufacturer's instructions and safety guards must be used where fitted. Safety signs must be displayed in the areas where the portable tools are used and environmental controls (local exhaust ventilation) must be used where needed. It certification is required to operate equipment only those persons who are qualified and hold the appropriate certificate may use the equipment.

All portable appliances / equipment are inspected annually and tested bi-annually to the requirements of BS7671 and the Electricity at Work regulations 1989. Current certificate is dated ??

## **Sub-contractor and placement providers**

Constructing Equality Ltd recognises the potential risk to staff or clients when visiting premises outside of the organisation. Constructing Equality Ltd will carry out a risk assessment on the premises and activity of all sub-contractors and placement providers. Constructing Equality Ltd will expect sub-contractors to provide and maintain all necessary safety equipment appropriate to the activity to be undertaken.

## **Contractors**

Constructing Equality Ltd has a duty of care to ensure the health, safety and welfare of persons not in their employment who may be affected by the company's acts or omissions. This duty covers temporary employees, visitors, contractors and trainees, etc. All persons not directly employed by

Constructing Equality Ltd must comply with safety rules in place whilst on site. All visitors to the site must sign in at the relevant office reception. Contractors will be selected from an approved contractors list.

### **Welfare Facilities**

Constructing Equality Ltd has access to casual meeting / break-out space for use by staff and visitors and consumption of refreshments during designated break times. Staff also have access to hot-drink and fresh drinking water facilities as well as provision for washing pots and purchased food. A refrigerator is provided for use on all floors by the landlord. The managed building provides toilet facilities on all floors as well as a staff accessible shower.

Smokers have provision for their needs in a sheltered location external to the building. Staff wishing to purchase hot and cold food and drink on site are able to do so at the café on the ground floor of the building.

### **Audits and Inspections**

Constructing Equality Ltd will undertake audits and inspections at designated intervals as required by legislation and the requirements of the landlords (The Women's Organisation). Audits will be undertaken by nominated persons

### **Staff Training**

Health & Safety training is an integral part of the new staff induction process to ensure that all staff are aware of Constructing Equality Ltd.'s Health & Safety Policy and procedures and understand the responsibilities of the individual and the company.

Health and Safety Training is updated annually, or as often as is deemed necessary by changes in legislation.

### **Travel, Mobile or Lone-working Policy**

Staff who are required to work in mobile locations or from their own home will be asked to complete a health and safety self-assessment of the risks and managed risks of their workspace and the measures they have put in place to assure their safety. Where provision of specific support is required by Constructing Equality Ltd to help manage risks this will be informed by the self-assessment.

Mobile workers who use their own car for work will be required to have the appropriate car insurance to enable them to use their own vehicle for work until such time as a business case is passed for the supply of a company owned vehicle. At which point this policy will be subject to change. Constructing Equality Ltd will require the employee to supply copies of their driving license, current insurance and MOT certificates to be held on their personnel file in order to verify their eligibility to drive for work.

Mobile and lone workers should endeavour to ensure that they do not endanger their personal safety by using a common sense approach to overnight stays in hotels and protecting themselves and their belongings.

Additionally, mobile and lone-workers will be expected to ensure that their diaries are always kept up to date to allow checks to be made on their personal safety in terms of being at known locations as best as possible.

## **Apprentices**

As an employer of Apprentices Constructing Equality Ltd understands and complies with the specific requirements of their responsibilities towards the young people employed in these roles as set down by the provider agreements and the National Apprenticeship Service.