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**HEALTH & SAFETY POLICY STATEMENT**

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**Cobalt Recruitment**

**The Quadrangle  
180 Wardour Street  
London  
W1F 8FY  
020 7478 2500**



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## **SECTION 1**

### **POLICY STATEMENT of INTENT**

The Health & Safety at Work Etc Act 1974, together with The Management of Health and Safety at Work Regulations 1999 and associated Legislation and Regulations impose responsibilities upon Cobalt Recruitment (The Organisation) based at 180 Wardour Street London W1F 8FY being the employer to ensure as far is reasonably practicable, the Health, Safety and Welfare of all our employees, contractors, visitors and others who may be affected by our actions and work.

The Organisation recognises that the Health & Safety and welfare of all employees, contractors, visitors and others entering into its premises and or site is of utmost importance.

The Organisation further understands the legal responsibility of employees and contractors co-operating with the Organisation in order ensure as far as reasonably practicable a safe working environment, together with a safe system of work.

The Organisation will provide information, instruction and training and provide the financial resources needed (so far as reasonably practicable) for the purpose of creating a safe working environment and safe system of work and put into place such arrangements and procedures (so far as reasonably practicable) to ensure that this is achieved.

The Health & Safety Policy Statement shall be reviewed at periodic intervals so as to ensure that the information contained herein is maintained and modified accordingly.

In order to communicate the importance of our Health & Safety Policy Statement, a copy of the same will be distributed to all Employees, Contractors and Visitors (where appropriate). The purpose being to demonstrate our commitment to matters of Health and Safety and to drawing to our Employees and Contractors attention, the necessary co-operation and communications that are required in order for our overall Policy Statement to be effective.

The Organisation may as appropriate take Disciplinary action against an employee, contractor or other person who carries out his or her duties in such a manner as to endanger the Health & Safety of himself and or others. Where such action or negligence is so dangerous as to constitute gross misconduct, the employee may be liable to sanctions including summary dismissal.

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Signed MD

## SECTION 2

### ORGANISATION OF HEALTH & SAFETY RESPONSIBILITIES

For the effective management of our Health & Safety there must be responsibility throughout the Organisation, permeating throughout the organisation. Everyone must take responsibility for themselves and for the people and activities they manage. This does not mean that everyone has to carry out Health & Safety tasks themselves, but they should ensure that all tasks carried out in their work areas are performed with the utmost regard for Health & Safety.

This includes reporting faults and hazards in a timely fashion, so that the place of work and working environment are properly maintained and any repairs which affect Health & Safety are carried out as soon as possible.

#### **Health & Safety Manager (First)**

The appointed overall senior Health & Safety person within the Organisation is Adam Walker responsible for :

- (a) managing and driving all Health & Safety activities that affect staff, contractors and visitors to the Organisation's premises;
- (b) ensuring that staff are aware of and adhere to the Organisation's Health & Safety Policy and procedures;

#### **Health & Safety Assistant (Second)**

Assistant to Tracy Tydd (Office Manager) who is responsible for:

1. Providing suitable and sufficient induction training so as to ensure that all employees, contractors, visitors or other persons where applicable are fully aware of all emergency procedures, including fire routes, exits and meeting points, the identity of all appointed Fire Marshalls and First Aiders. In addition Tracy Tydd has responsibility for organising effective supervision and suitable information, instruction and training, so as to ensure the safe execution of all work activities undertaken within the office and to generally ensuring a safe system of work, specifically within the office.
2. Applying and enforcing Office Health & Safety standards.

3. Co-ordinating and initiating Health & Safety activities, including periodic reviews of all Health & Safety Risk Assessments as required under the relevant Acts and/ or Regulations, together with routine Health & Safety inspections within the office;
4. Providing practical guidance, advice and assistance to all persons in the proper implementation of Health & Safety procedures;
5. Monitoring for accidents and incidents within the office and ensuring any accidents are fully investigated with a view to preventing a recurrence; reporting to the Environmental Health Officer or the Health & Safety Executive as required in accordance with RIDDOR (Reporting of Incidents, Diseases and Dangerous Occurrences) Regulation 1995, where applicable.
6. Organising and or arranging for suitable and sufficient induction training so as to ensure that all employees receive suitable and sufficient instruction, information and training, so as to ensure the safe execution of all work activities undertaken within the premises and to generally ensuring a safe system of work.
7. Applying and enforcing Office Health & Safety standards.
8. Carrying out periodic inspections of Manual Handling Aids such as pedestrian controlled trolleys and associated manual handling aids, so as to ensure their suitability and safe use/application.
9. Making recommendations in respect of Manual Handling Risk Assessments, training and refresher training where appropriate and required.
10. Co-ordinating and initiating Health & Safety activities, including periodic reviews of all Health & Safety Risk Assessments (Office) as required under the relevant Acts and/ or Regulations, together with routine Health & Safety inspections.

### **SECTION 3**

#### **ARRANGEMENTS OF HEALTH & SAFETY**

##### **Employee Responsibilities**

All employees are required to take reasonable care and steps for their own Health & Safety and for that of other persons who may be affected by their actions. In accordance with the Health & Safety at Work etc Act 1974, all employees have a legal duty to co-operate with the Organisation to enable the Organisation to fulfil its legal obligations. This is further substantiated and supported by the

Management of Health & Safety at Work Regulations 1999 All employees, contractors and others have a legal duty to report Health & Safety concerns and hazards as soon as practicable.

Employees are responsible for :

- (a) taking reasonable care of the Health & Safety of themselves and of any other persons who may be affected by your acts and or omissions at work;
- (b) co-operating with the Organisation as far as is necessary to enable the Organisation to discharge any duty or requirement imposed on it by any relevant statutory provisions;
- (c) not to intentionally or recklessly interfering with or misusing anything provided in the interests of health, safety or welfare in pursuance of any statutory provision or safe system of work;
- (d) reporting any Health & Safety concerns to your appointed manager;
- (e) following Office Health & Safety Standards, as set down by the Organisation.

### **Consultation with Employees**

Under the Health & Safety (Consultation with Employees) Regulations 1996, we will consult all employees on Health & Safety matters, either directly or through elected representatives.

The Health & Safety Manager and or elected representatives for the time being are Adam Walker and Tracy Tydd and are responsible for ensuring regular communication with all staff in respect of matters of Health & Safety.

### **Compliance**

Failure to adhere to any Health & Safety policies and/or procedures contained herein and as varied from time to time, may result in disciplinary or legal action being taken against an employee, including summary dismissal and criminal prosecution.

### **Work Areas**

The following standards should be applied to all work areas:

- (a) Floor areas, passageways and corridors are kept free of obstructions.
- (b) Fire exit routes, doors and fire fighting equipment are always kept free of obstructions. All fire doors should remain closed and not wedged open.

- (c) The floor around and underneath workstations is to be kept (as far as reasonably practicable) clear of papers, files and personal items so as to ensure adequate cleaning and so as not to cause any hazard or associated risk of fire and/or electric shock and burns.
- (d) Papers, files, nor any other objects or materials should not be stored on top of or around electrical equipment so as to obstruct or reduce necessary ventilation requirements.
- (e) The tops of high cupboards or filing units are to be free from heavy items so as not to cause a manual handling or fall/collapse hazard.
- (f) The weight in filing cabinets and shelves is to be evenly distributed.
- (g) Absolutely no running in or on the premises.
- (h) Faults and hazards are to be reported to the Office Manager or Health & Safety Manager as soon as reasonably possible.
- (i) All Display Screen Users will use window blinds as provided so as to ensure the reasonable reduction of glare and direct sunlight to the screen and workstation surface area.

## **EMERGENCY & ACCIDENT PROCEDURES**

### **Introduction**

Under the Management of Health & Safety at Work Regulations 1999, the Organisation has a duty to provide procedures to be followed in the event of serious or imminent danger.

All employees and contractors should remain conversant with the current procedures. They must ensure that their visitors know what to do in the event of an emergency.

### **Fire**

Under the Fire Precautions Act 1971 and the Fire Precautions (Workplace) (Amendment) Regulations 1999, the Organisation has a duty to provide a safe place of work.

The Health & Safety Manager is responsible for ensuring that instructions and information on actions that should be taken in the event of an emergency are given to employees and displayed throughout the building, including:

- (a) giving each new member of staff a copy of the Health & Safety Policy;

- (b) ensuring that the fire drill and evacuation procedures are clearly displayed in the office;
- (c) assessing the fire risks in the workplace as required under the Fire Precautions (Workplace) (Amendment) Regulations 1999.

**It is most important to remember that if you discover a fire, you should get everyone out as soon as possible and raise the alarm. Please follow the Fire Drill instructions.**

Should a fire be discovered in its early stages, you may think that you can deal with it yourself. The first thing to remember is that even small fires spread very quickly, producing smoke and fumes which can kill in minutes. If you are in any doubt, do not tackle the fire, no matter how small it is. Always sound the fire alarm and report to a Fire Marshall.

Everyone is responsible for ensuring that fire routes and escapes together with portable fire fighting equipment are kept free from obstructions at all times.

You are responsible for informing the Fire Marshall if you, or your visitors need assistance in the event of an emergency evacuation.

No changes in the use of the building or structural changes to the building will be made without consultation with the Local Fire Officer and to receiving the necessary consents.

## **FIRE DRILL & EVACUATION PROCEDURES**

**The fire alarm is a continuous bell which will sound throughout the building.**

### **Procedures in the Event of Discovering a Fire:**

- A. Immediately operate the nearest fire alarm call point.

### **If you hear the Alarm of Fire:**

- B. Reception will call the Fire Brigade.
- C. Leave the building and report to the Fire Marshall in charge of the assembly point opposite The Quadrangle loading bay on Noel Street.
- D. Fire Marshalls will take charge of any evacuation and ensure that no-one is left in their area of responsibility (Fire Marshalls for the Organisation are Christopher Mackenzie and Mary Gildea). Once the evacuation is complete, they will report to the Landlords.

- **USE THE NEAREST AVAILABLE ESCAPE STAIRS**

- DO NOT USE THE LIFTS
- DO NOT STOP TO COLLECT PERSONAL BELONGINGS
- DO NOT RE-ENTER THE BUILDING UNTIL YOU HAVE BEEN NOTIFIED THAT IT IS SAFE TO DO SO

**PLEASE REMEMBER:**

IT CAN TAKE LESS THAN THREE MINUTES FOR SMOKE TO COMPLETELY ENGULF AND POISON THE AIR IN A ROOM.

IF IN DOUBT:  
CALL THE FIRE BRIGADE  
IMMEDIATELY EVACUATE AND STAY OUT.

**DO NOT HESITATE**

**Fire Facilities**

Number of escape routes/exits :	Two
Number of fire extinguishers :	As Distributed
Number of fire alarm call points :	As Distributed
Fire alarm tests carried out :	Wednesday at 09.30 hours
Equipment checked by :	Landlord
Frequency :	Monthly

**Fire Safety Training Officer**

Winter & Co.

**Fire Certificate**

Held by : On site

**Fire Drills**

Held : At 6 Monthly intervals

**Security Alerts / Bomb Threats**

Anybody who discovers a suspicious package must report it to the Health & Safety Manager or Reception immediately. It is essential that it is not handled and staff are immediately evacuated from the area.

Anybody who receives a security threat over the telephone must pass the caller to Reception who are trained to deal with such calls.

### **First Aid**

The Organisation has a duty to ensure that first aid provisions are provided in accordance with the Health & Safety (First Aid) Regulations 1981. Appointed certificated First Aiders are displayed upon notice boards throughout the premises

The Health & Safety Manager is responsible for ensuring that staff are aware of arrangements for first aid.

- A first aid kit is situated on the 4<sup>th</sup> Floor of the premises.
- In the event of a serious accident, injury or ill health where the casualty requires admission to a hospital Accident and Emergency Department, you should contact the ambulance service:
- Dial 999 ask for the Ambulance service and give your name, the building address, floor and condition of the emergency case.
- Inform the First Aider on the Ground and Basement floors.
- Inform the Ground Floor Reception so that they can meet the medical team and direct them to the emergency.

First Aiders are responsible for replenishing their first aid supplies. The first aid kits are checked every month and restocked as required.

The Health & Safety Manager is responsible for keeping the list of First Aiders up to date and arranging first aid training and refresher courses (courses approved by the Health & Safety Executive) and maintaining training records.

### **Nearest hospital with Casualty Department**

Tel: St Thomas's 0207 188 7188

### **Police Station**

Tel: Belgravia 0207 730 1212

**Fire Station**

London Fire and Emergency Planning Authority  
8 Albert Embankment  
London, SE1 7SD  
Telephone: 020 7587 2000 (switchboard)  
email: [info@london-fire.gov.uk](mailto:info@london-fire.gov.uk)

**Gas**

Gas Escape calls - Tel: 0800 2982889

**City Services Ltd**

**37B New Cavendish Street  
London W1G 8JR**

**Electricity**

Emergency Tel: 0845 111 0569

**Active Power Electrical**

**208-210 Jermyn Street  
London SW1Y 6HB**

**Water**

Emergency Tel: 0845 9200 800  
Thames Water

**Reporting Accidents**

Under the Reporting of Accidents, Diseases and Dangerous Occurrences Regulations 1995, the Organisation has a duty to report certain categories of accident, dangerous occurrences and diseases to the Local Authority Environmental Health Department.

- (a) All staff must report all accidents, injuries, work-related diseases and dangerous occurrences, however small, to the Health & Safety Manager within one working day of the event. Near misses (i.e., a narrow escape from an accident, a dangerous occurrence or a potential hazard) must also be reported to the Health & Safety Manager.
- (b) If you are absent from work for more than 3 days following a work-related accident or injury you must inform the Health & Safety Manager.
- (c) The Health & Safety Manager is responsible for monitoring and analysing records in the Accident Book and notifying the relevant Enforcing Authority by the quickest practicable means. Notification is usually done by fax or telephone and confirmed on the approved forms.

- (d) The Accident Book should be reviewed on a regular basis.

### **Display Screen Equipment Workstation Assessment**

To meet the requirements of the Health & Safety (Display Screen Equipment) Regulations 1992, the Organisation is responsible for assessing display screen equipment workstations and reducing risks to Health & Safety of Users and Operators.

The Health & Safety Manager is responsible for co-ordinating the workstation assessment programme. All staff have legal obligation to participate in the workstation assessment.

- (a) Users of display screen equipment (DSE) will be asked to participate in a Risk Assessment which will be reviewed periodically to ensure conformity.
- (b) Completed Assessments will be retained by the Health & Safety Manager.
- (c) If you report problems or require assistance action will be generated by the Health & Safety Manager, although some issues may need to be referred to an outside consultant or ergonomist.
- (d) If you are a DSE user, you are responsible for ensuring that display screen work is planned to include regular breaks or changes of activity in order to prevent intensive periods of on-screen activity.

The Organisation is responsible for offering eye tests at regular intervals to DSE users. If, in the opinion of the optician, special corrective spectacles are required specifically for DSE use, the Organisation will meet the cost of basic corrective spectacles.

The Organisation is responsible for providing appropriate Health & Safety training and information for DSE users or whenever the workstation is substantially modified.

The Health & Safety Manager is responsible for ensuring that workstation furniture meets the minimum requirements set out in the Schedule to the Regulations and all new furniture meets current International Standards.

The Health & Safety Manager will keep records of all Risk Assessments.

### **Electrical Safety**

All electrical equipment and systems and any work involving electricity or proximity to electricity must meet the requirements of the Electricity at Work Regulations 1989, Memorandum of Guidance and current Standards.

Electrical systems must, so far as is reasonably practicable, be constructed and maintained so as to be safe. Anyone responsible for the installation of new electrical systems will ensure that the requirements of the Regulations, Memorandum of Guidance and current standards are met. The requirements include provisions relating to insulation, protection, placing and earthing conductors and installing switches or other devices as neutral conductors. Excess current production must be efficient and suitably located and there must be provision for cutting off the supply and isolating it.

The Health & Safety Manager is responsible for ensuring that every work activity, including operation, use and maintenance of a system or any work near a system, shall be carried out in a manner so as not to give rise to danger.

Work on or near live exposed parts of equipment is not permitted unless it is absolutely unavoidable and the following three conditions are satisfied:

- (a) It is unreasonable in all the circumstances for the system to be dead.
- (b) It is reasonable in all the circumstances for the work to be carried out live.
- (c) Suitable precautions are taken to prevent injury.
- (d) A Permit to Work system is applied.

The Health & Safety Manager is responsible for ensuring that contractors who work with electricity must be competent to do the job and have the required technical knowledge and experience to prevent danger and avoid injury.

The Health & Safety Manager is responsible for ensuring that all electrical systems and equipment are examined and maintained in accordance with the Regulations, Memorandum of Guidance and current standards. The schedule and records for inspection and maintenance are kept by the Health & Safety Manager.

Managers responsible for purchasing electrical equipment must provide safe and suitable equipment that is manufactured to current standards. The construction and/or protection of electrical equipment must be appropriate for the type of working environment.

Any personal protective equipment provided must be suitable for the intended purpose, well maintained and properly used.

You may only use electrical equipment purchased by the Organisation on its premises. It is not permissible to bring domestic electrical appliances into the workplace.

All defective equipment should be removed from service immediately and reported to the Health & Safety Manager. Only staff or contractors qualified to maintain or repair electrical equipment will be permitted to do so.

All portable appliances are tested on a regular basis by an outside contractor and the results of the examination will be recorded in the electrical register kept by the Health & Safety Manager.

### **Work Equipment**

The Organisation is responsible for ensuring that work equipment meets the requirements of the Provision and Use of Work Regulations 1998.

Staff responsible for the purchasing of equipment must ensure that the equipment meets relevant Health & Safety requirements and current standards and has been designed for the purpose for which it is to be used. They are also responsible for ensuring that inspections are carried out after installation and before the equipment is put into use, after assembly at a new site and at suitable intervals and after any exceptional circumstances.

Any item of work equipment must comply with European Directives. This applies to all equipment bought since 1992. Manufacturers commonly fix a "CE" mark to the equipment as a sign of compliance to European requirements.

Any work undertaken using the equipment should be in accordance with manufacturers' specifications and instructions.

Work equipment should be maintained in an efficient state, in efficient working order and in good repair. All defects should be reported without delay.

Maintenance of equipment will be recorded. Records are kept by the Health & Safety Manager.

The Health & Safety Manager is responsible for ensuring that staff receive training in the use of work equipment and have Health & Safety information available to them and written instructions where appropriate. Where specific risks have been identified these will be reduced or controlled.

Safe Systems of Work are required for the maintenance and operation of work equipment that is identified as potentially hazardous.

All defective equipment should be taken out of service immediately and reported to the Health & Safety Manager.

### **Storage & Handling**

Under the Health & Safety at Work Act and Control of Substances Hazardous to Health (COSHH) Regulations 1999, the Organisation has a duty to ensure safe storage, handling and transport of dangerous substances.

All staff are responsible for ensuring that safe storage is provided for any flammable, corrosive or toxic substances identified following Risk Assessments. Locked storage will be provided for any hazardous substances.

You must ensure that where goods or equipment are stored on racks, care must be taken to ensure that racking is strong enough to bear the weight that it is supporting. Manufacturers safe weight limits should be displayed and not exceeded.

Under no circumstances will asbestos or asbestos impregnated materials be brought onto or stored on the Organisation's premises.

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

To meet the requirements of the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Organisation is required to ensure that wherever possible the use of any hazardous materials will be eliminated or substituted with a safer product. If use of a hazardous material is unavoidable, a COSHH Assessment will be carried out and appropriate control measures implemented. All COSHH substances stored and used will be accompanied by a COSHH Data Sheet.

Staff responsible for purchasing hazardous substances are required to ensure that such substances are suitable for the task. They will ensure that the suppliers of materials provide full information on hazards of use and the appropriate precautions to take.

The Health & Safety Manager is required to ensure that you receive information about the hazards associated with the materials used or encountered and instructions for safe working methods and training to enable you to carry out the instructions. You must comply with the instructions issued.

Where contractors are employed, the contractor is required to provide Risk Assessments for substances hazardous to health that they use. Copies of Risk Assessments will be kept in each area where the substances are used.

The Health & Safety Manager is responsible for preparing safe systems of work and controlling measures for any process or activity involving hazardous or dangerous substances.

## **Personal Protective Equipment (PPE)**

In accordance with Personal Protective Equipment Regulations 1992, the Organisation is responsible for ensuring that where risks cannot be controlled by other means, an assessment will be carried out to ensure that the appropriate personal protective equipment is provided to employees who may be exposed to a risk to their Health & Safety.

The Health & Safety Manager is responsible for ensuring that personal protective equipment is maintained in an appropriate state, in efficient working order and in good repair. The Health & Safety Manager is also responsible for providing a suitable store for any such personal protective equipment that is secure and protects equipment from the weather.

The Health & Safety Manager is responsible for providing staff with instruction and training in the use of any personal protective equipment and its maintenance.

Every employee is required to use the personal protective equipment provided for them properly, in accordance with training and information and to use the accommodation provided for it.

## **Lifting and Carrying**

To meet the requirements of the Manual Handling Operations Regulations 1992, the Organisation is responsible for ensuring that staff avoid hazardous manual handling operations so far as is reasonably practicable.

Where hazardous manual handling operations cannot be avoided, the Health & Safety Manager will carry out a Manual Handling Risk Assessment in order to reduce as reasonably as practicable any risks of injury.

Assessments will be reviewed or repeated whenever there is a significant change to the manual handling operation, if an injury occurs, or if an employee indicates that they may be experiencing problems.

Risk Assessments will be kept at the site where the tasks are conducted and the Health & Safety Manager is responsible for ensuring that the necessary modifications are made to reduce identified risks.

Where a problem arises relating to a manual handling operation, or in the case of an adverse health or medical condition, the employee is required to inform the Health & Safety Manager immediately.

The Organisation will provide training in respect of Manual Handling for all employees engaged in such activity and outline the risks to Health & Safety and how they may be avoided. Only staff trained in manual handling techniques should carry out manual handling tasks.

### **Cleaning and Waste Disposal**

The Workplace Health, Safety and Welfare Regulations 1992 state that the workplace and furniture, furnishings and fittings will be kept sufficiently clean. The workplace should be kept free from waste materials wherever possible.

The Office Manager is responsible for ensuring that the premises are kept clean and tidy.

Disposal of materials must be carried out under the terms of the Environmental Protection Act 1990. An approved or licensed carrier must dispose of mixed waste.

### **Reporting Health Problems**

All employees have a duty to inform the Organisation of any health problem, including contraction of, or contact with, infectious diseases that might affect your ability to carry out your work safely. Any health problems should be reported to the Personnel Manager or Health & Safety Manager.

### **Pregnant Women at Work**

Under New & Expectant Mothers Guidance, the Organisation must take particular account of new and expectant mothers when assessing the risks in the workplace. This Guidance covers a woman who is pregnant, or who has given birth or miscarried in the last six months or who is breast-feeding.

The Health & Safety Manager will carry out a Risk Assessment and any necessary control measures put in place to protect her Health & Safety.

There are no known Health & Safety reasons for pregnant women to stop working with Display Screen Equipment (DSE). However, women who are pregnant or planning children and are worried about working with DSE should be given the opportunity to discuss their concerns with the Health & Safety Manager who is adequately informed of current authoritative information. If necessary, an outside expert may be consulted.

### **Stress in the Workplace**

In accordance with the Health & Safety at Work Act Etc 1974 and the Management of Health & Safety at Work Regulations 1999, it is accepted that stress in the workplace is an acknowledged hazard and accordingly monitoring for excessive stress is a pro-active and integral part of the organisation's arrangements of Health & Safety. Where applicable, suitable and sufficient counselling together with information and instruction will be provided.

## **Working Time Directive**

The Working Time Regulations came into force in 1998. They introduce limits upon working time and obligations relating to work and rest periods. Provisions include:

- (a) A limit on average weekly working time to 48 hours unless agreed otherwise in writing with the Organisation.
- (b) A limit on night workers' average normal daily working time to 8 hours.
- (c) A requirement to offer night workers a health assessment.
- (d) Minimum daily and weekly rest periods.
- (e) Rest breaks at work.
- (f) Paid annual leave.

More detailed information can be found in the Personnel Handbook.

## **Young People at Work**

Young Persons at Work Guidance require the Organisation to assess the risks to young persons working on the premises. All people under the age of 18 years are considered to be "young people" for the purpose of this Guidance.

The Regulations also prohibit certain types of work and extend the duty of the employer to provide parents of school age children (under 16 years of age) with information on the risks they face at work and the control measures in place. Children under 13 years of age are generally prohibited from any form of employment.

All staff intending to employ a young person should inform the Health & Safety Manager to ensure that appropriate Risk Assessments are conducted before the employee starts work. In all cases, supervision by competent persons must be provided.

## **Smoking**

Under the Health & Safety at Work Act employers have a duty to provide a safe and healthy workplace. The Organisation has recognised the importance of protecting non-smokers from breathing air polluted by tobacco smoke wherever possible when at work and have implemented a "No Smoking" policy in its offices. Accordingly, all areas within the office will follow the 24-hour "No Smoking Policy" (including private offices, conference and dining rooms). All employees shall adhere to the No Smoking Policy.

## **Drugs and Alcohol**

Selling, purchasing, using, possessing or being under the influence of any Controlled Substance without medical authorisation during the working day on the Organisation's premises or while conducting the Organisation's business, is inconsistent with the Organisation's business interests and will be grounds for disciplinary action up to and including termination.

In addition, the Organisation prohibits the abuse of alcohol in any way relating to The Organisation. The provision or consumption of alcohol in reasonable and moderate amounts at the Organisation-sponsored social events or in connection with clients' entertainment is permitted.

## **Mobile Phones**

The organisation has adopted a suitable and sufficient policy in respect of the use of mobile phones specifically for use outside of the premises. At commencement of employment all mobile phone users including potential users are instructed that under no circumstances whatsoever (reasonably practicable) will mobile phones be used when in control of any vehicle whereupon the user is in control of a vehicle. The only exception being with a vehicle having been fitted with a suitable fully automated hands-free system.

## **Health & Safety of Contractors**

Under the Health & Safety at Work Act and the Management of Health & Safety at Work Regulations, the Organisation has a duty to contractors working on its premises.

Staff authorised to hire contractors should review the contractor's competence to carry out the work. The level of questioning and detail required from contractors prior to their employment should be proportionate and appropriate to the level of risk involved in the nature of the work that the contractors will be undertaking. Only authorised contractors are allowed on the premises.

Staff authorised for hiring contractors for construction projects are responsible for ensuring that the requirements of the Construction (Design and Management) Regulations 1994 are met for all Notifiable Construction work where applicable. They will:

- (a) Appoint a competent person as planning supervisor and principal contractor.
- (b) Provide the supervisor and designers with information relevant to the Health & Safety of the project.
- (c) Be reasonably satisfied that any designers/contractors are competent and have made adequate provisions for Health & Safety.
- (d) Ensure that work does not begin until adequate provisions have been made for Health & Safety.

The contractor is required to take all reasonable steps to inform the Organisation about the risks to Health & Safety arising out of, or in connection with, the contractor's activity on the Organisation's premises. The Organisation will provide Health & Safety information to temporary workers as appropriate. All contractors whether falling within CDM Regulations or not will provide a full Method of Work Statement and Risk Assessment appropriate to the hazards involved.

### **Health & Safety of Visitors**

Under the Health & Safety at Work Act and the Management of Health & Safety at Work Regulations, the Organisation has a duty to visitors on its premises.

On entering the Organisation's premises, they will be asked to sign the Visitors Book.

It is the responsibility of the member of staff whom they are visiting to ensure that they know what to do in the event of an emergency. It is also that employee's responsibility to inform the Fire Marshall if their visitor needs assistance in the event of an emergency evacuation.

### **Working Alone**

The Organisation will ensure, so far as is reasonably practicable, that employees and self-employed contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their Health & Safety. Managers responsible for anyone working alone must carry out appropriate Risk Assessments and ensure that there are sufficient control measures to reduce risks to their Health & Safety.

### **Home Workers**

The Organisation has a duty to ensure that home workers are protected from risks to their Health & Safety if the equipment they are using is provided by the Organisation. The Health & Safety Manager must carry out appropriate Risk Assessments at their homes and ensure that there are sufficient control measures to reduce risks. These Assessments are relevant whether the employee is self-employed or not.

### **Health & Safety Training and Information**

Training and information contributes directly to the Organisation's Health & Safety culture.

The Health & Safety Manager is responsible for ensuring that new employees receive Health & Safety information, including arrangements for first aid and emergency procedures on arrival. He or she must also ensure that job-specific training and information is provided where required. Additional training will be necessary if an employee takes on new responsibilities, or where there is a change in work activity or the work environment.

The Health & Safety Manager will keep records of the Health & Safety training that has been provided and is responsible for organising and maintaining records for the training of First Aiders.

Training and information needs will also be identified through the Risk Assessment procedure conducted by the Health & Safety Manager.

### **Risk Assessment**

Under the Management of Health & Safety at Work Regulations, the Organisation is required to carry out Risk Assessments and monitor Health & Safety.

It is the Organisation's intention to eliminate/reduce risks from hazards or, where elimination is not possible, to reduce them to an acceptable level.

The Health & Safety Manager is responsible for carrying out periodic Risk Assessments of any risks to the Health & Safety of employees and other persons affected by the Organisation's activities.

Records are kept and managed by the Health & Safety Manager. Any defects or hazardous situations and recommendations are recorded and then notified to the relevant staff. The Health & Safety Manager must record the actions taken as a result of the Risk Assessment. Risk Assessments will be reviewed if there is a significant change in the matter to which it relates, or if there is reason to suspect that it is no longer valid.

### **Inspections**

The Office Manager is responsible for daily inspections of the premises each day and recording any faults. Upon employees identifying any hazards in the workplace, hazards should be reported to the Health & Safety Manager for immediate attention.

### **Monitoring and Improving Health & Safety**

The Management of Health & Safety at Work Regulations 1999 require the effective management of Health & Safety. The Organisation has a commitment to controlling Health & Safety risks and improving Health & Safety. The Organisation is required to carry out a regular Audit and review of its Health & Safety arrangements.

The Health & Safety Manager is responsible for measuring Health & Safety performance against agreed standards and for reviewing the Health & Safety Policy.