

Health & Safety Statement & Policy



INTRODUCTION

It is a duty under the Health and Safety at Work Act for everyone engaged in company activities to exercise responsibility and care in the prevention of injury and ill health to themselves and others who may be affected by acts and omissions at work.

Those who supervise work, at whatever level, have special obligations to ensure that they do not endanger the health and safety of colleagues.

No person shall intentionally interfere with, or misuse anything provided by the company in the interests of health, safety or welfare.

Individuals are required to comply with any rules or requirements made under the authority of this policy.

POLICY

The company has an Occupational Health and Safety (OH&S) Management System.

Operational control is maintained by the use of procedures contained in:

1. The OH&S Management Manual
2. Risk Assessments
3. Method Statements
4. Quality Management procedures
5. Environmental Management procedures
6. Staff Handbook
7. Handbooks for Temporary Workers
8. Task specific instructions and guidelines

A review of OH&S performance is included in our Management Reviews. This entails reviews of any specific health and safety objectives previously set, as well as the health and safety data and observations available at that time.

All health and safety non-conformances, including details of the corrective and preventive action taken, are recorded in the company's Non-conformance Log as health and safety issues; accidents, incidents and near misses are reported in accordance with the requirements of RIDDOR and the Social Security Act 1925. A record is kept in the Accident Book.

Periodical evaluation of compliance with relevant OH&S legislation and regulations is carried out in accordance with the procedures set out in our OH&S Management Manual; in the event of accidents, incidents and near misses, revised or additional Risk Assessments are considered.

A review of the corrective and preventive actions taken to eliminate the causes of actual and potential non-conformances is included in the Management Review and an OH&S Management System Audit programme is maintained ensuring that each section of the OH&S Management System is verified at least annually, and audits are scheduled reflecting the importance of the processes being audited. The OH&S Management System Audit programme may be revised as a result of non-conformances or Risk Assessments.

The Audit

Wherever possible, audits are conducted by staff independent of those having direct responsibility for the activity being examined. The OH&S Management Manual is checked in order to determine the sections and procedures to be audited.

The Audit Process

- A representative number of records are selected and the actual records to be audited are randomly selected.
- The staff concerned are informed that an OH&S Management System Audit is being undertaken and any questions they may have regarding the audit are answered.
- The selected records are examined in order to determine whether the procedures identified in 4.5.4.4 of the OH&S Manual were carried out correctly.
- If the procedures were not undertaken correctly, the findings are discussed with the appropriate member of personnel responsible for carrying out the procedure in order to determine the reasons for deviation from the procedures.
- A record of the findings of the audit is kept on an OH&S Management System Audit Checklist in accordance with the requirements of Section 4.5.3 of the OH&S Manual.
- The OH&S Management System Audit results are reviewed during the Management Review process described in the OH&S Manual.

All customers are asked to observe and comply with our Health and Safety requirements. Where there are potential Health and Safety risks on a customer site (for example, in the instance of a pregnant worker), our Health and Safety Officer will attend the customer site to carry out a risk assessment and follow the processes defined in our Health and Safety manual.

RESPONSIBILITIES

The company will:

- Provide advice and guidance to managers and employees on how to effectively deal with home working;
- Assist managers with the fair and consistent application of the guidelines;
- Provide guidance on risk assessments;
- Implement a system for DSE and home working awareness training;
- Promote the wellbeing of employees;
- Provide guidance on technical solutions to IT issues.

Managers will ensure that their staff:

- Complete home working DSE assessments at an appropriate frequency and have access to the appropriate technology to work effectively;
- Take responsibility for creating a safe working environment when working from home;
- Have access to appropriate support equipment to assist in the creation of a safe working environment when working from home;
- Have their individual circumstances and reasonable requirements taken into account;
- Have access to a continuous performance review process which includes regular 1:1 conversation and/or supervision plus regular team meetings to ensure

Health & Safety Statement & Policy



staff are not isolated;

- Ensure that information governance and health and safety requirements are adhered to at all times.

Home workers are covered by health and safety law in the same way as any other employed worker. Any equipment used for the purpose of the work at home could be judged to fall within the scope of the Provision and Use of Work Equipment Regulations 1998.

This means that all equipment must be:

- Safe for the user;
- In an adequate state of repair.

As such the company must ensure that all equipment provided is carefully selected and regularly maintained. The home worker is responsible for their electricity supply, sockets and the equipment that they own that may be used as part of their work.

Employees must:

- Ensure that their manager knows when and where they are working at all times;
- Co-operate with the risk assessment process including home working DSE assessments, report any problems, carry out regular checks of equipment and the workplace and report faults to the manager without delay;
- Report any accidents which occur during the agreed work hours;
- Report any health problems which may be attributed to or aggravated by their working arrangements;
- Take reasonable care of their own health and safety and follow the DSE Guidance and other health and safety arrangements and procedures.

Each member of staff is responsible for the condition of their home working environment. The environment must be conducive to work, and all of the necessary equipment should be fit for purpose. Setting up the workstation correctly is of importance and the same principles apply as when working in an office.

Wellbeing

It is important to be practical, flexible and sensitive to each other's situations and balance work and personal commitments in the home. Employees should stay connected by taking short breaks to virtually touch base and socialise with colleagues. Managers should ensure that employees are in regular contact with colleagues and should regularly contact their employees via email and telephone. Employees are able to use the Employee Assistance Programme and should request any further assistance or guidance on wellbeing and mental health from their line manager.

RELATED POLICIES AND DOCUMENTS

- Equality, Diversity & Inclusion Policy
- Grievance Policy
- Prevent Policy
- Safeguarding Policy
- Staff Handbook

Health & Safety Statement & Policy



Document Control	
Document Title: Health and Safety Statement and Policy	
Version Number: 1.6	Document Owner: Claire Townsend, Director of Business Improvement and Quality
Date Approved: 1 May 2024	Approved By: Jackie Bedford, CEO
Effective Date: 1 May 2024	
Superseded Version: 1.5	
Date of Last Review: 1 May 2024	Date of Next Review: 1 May 2025