

## **HEALTH AND SAFETY POLICY STATEMENT**

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our employees on matters affecting their health and safety;
- To ensure that all equipment used by employees is safe and well maintained;
- To ensure safe handling and use of substances;
- To provide appropriate information, instruction and supervision for employees as necessary;
- To prevent accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals.

### **RESPONSIBILITIES**

The overall and final responsibility for health and safety is that of Michael Lewis.

Health and Safety officers: day to day responsibility for ensuring this policy is put into practice and for ensuring that health and safety standards are maintained/improved is delegated to:

- Michael Lewis : Sevenoaks office
- David Smith : Reigate office
- Niall Christian : Richmond office

All employees have to:

- co-operate with managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety;
- report all health and safety concerns to an appropriate person (as detailed above).

## HEALTH AND SAFETY RISKS

### ARISING FROM OUR WORK ACTIVITIES

- Risk assessments will be regularly undertaken at all offices.
- The findings of the risk assessments will be reported to the Equity Partners.
- The action required to remove/control risks will be approved by the Equity Partners.
- The *Equity Partners* based at each office will be responsible for ensuring that the action necessary to control/remove risks at that office is implemented.
- Assessments will be reviewed annually or when the work activity changes, whichever is the soonest.

### SAFE PLANT AND EQUIPMENT

- The Health and Safety officers will be responsible for identifying all equipment/plant that may need maintenance and the implementation of that maintenance.

### SAFE HANDLING AND USE OF SUBSTANCES

- The Health and Safety officers will be responsible for identifying all substances which need a COSHH assessment.
- The Health and Safety officers will be responsible for undertaking COSHH assessments or for arranging COSHH assessments.
- The Health and Safety officers will ensure that all actions identified in the assessments are implemented and that all staff are made aware of the safe handling and use of substances where necessary.
- Assessments will be reviewed annually.

### SMOKE FREE WORKPLACE

- All of our offices are to be smoke free at all times.
- Vehicles used in the course of work are deemed to be workplaces and are to be kept smoke free at all times if it is expected that colleagues or clients are likely to be carried in the vehicle. This shall not apply to vehicles that are primarily used for private purposes.

## **INFORMATION AND INSTRUCTION**

- The Health and Safety Law poster is displayed in the reception areas of each office.
- The Health and Safety officers are responsible for ensuring that staff at each office is given relevant health and safety information.

## **TRAINING**

- The Health and Safety officers will advise all new employees at their office of fire evacuation procedures, general office safety procedures and first aid arrangements.
- The Health and Safety officers will advise the Equity Partners at their office of more detailed job specific training that may be necessary for a new employee. Appropriate training will be given.
- The Health and Safety officers will keep records of training.

## **ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH**

- A first aid box is kept at each office.
- All accidents and cases of work related ill health are to be recorded in the accident book. The book is kept in the reception area of each office.
- The Health and Safety officer is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

## **MONITORING**

- To check our working conditions and to ensure our safe working practices are being followed, regular risk assessments will be undertaken. A regular report will be made to the monthly Equity Partners' meeting to review any safety issues and to decide upon any necessary corrective action.
- An equity partner based at the office where the accident occurred will investigate all accidents.
- Theresa Ramsden is responsible for investigating work-related causes of sickness absences.
- The equity partners are responsible for acting on investigation findings to prevent a recurrence.

## **EMERGENCY PROCEDURES – FIRE AND EVACUATION**

- The equity partners are responsible for ensuring that the fire risk assessment is undertaken and implemented.
- Health and Safety officers are to check escape routes daily and to arrange for annual testing of fire extinguishers.
- Fire alarms are to be tested as frequently as recommended by the manufacturers of the alarms.
- Emergency evacuation will be tested every 6 months.

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