



## Health and Safety Policy

### Statement of Intent.

All parties involved in the business of Focus Management for Business are committed to the following:

- To conform with the requirements and guidance contained in the Health and Safety at Work Act 1974 and all subordinate legislation
- To acknowledge a duty of care under the legislation above to employees, learners, visitors, contractors and all others affected by the undertaking of Focus Management for Business Limited's activities.
- Intend through health and safety management systems to ensure the health safety and welfare of all the foregoing and foster a safety culture throughout the organisation.

A handwritten signature in blue ink that reads 'Malcolm Yates'.

Malcolm Yates MSc, Chartered FCIPD, FInstLM, FRSPH  
Managing Director  
Date: 1<sup>st</sup> June 2019

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### **Forms for use with this Policy:**

1. Risk Assessment – AC01
2. Safe systems at work – AC02
3. COSHH – AC04
4. DSE questionnaire – AC05
5. Accident Book - BI510

# 1. Organisation

This section outlines individual health and safety responsibilities. It demonstrates a hierarchy of health and safety management.

All staff have a responsibility for the implementation of this Policy.

## Management

- Promoting a good health and safety culture within the workplace and adherence to Focus Management for Business Ltd policies and procedures.
- Ensuring compliance with the Health and Safety at Work Act 1974 and in particular the Management of Health and Safety at Work regulations 1999.
- Ensuring the Policy statement has been complied with.
- Liaising with the centre management when required.
- Promoting a good health and safety culture in the workplace.
- Compliance with all relevant statutory provisions.
- Ensuring understanding and compliance with the Health and Safety Policy.
- Investigating all accidents and near-misses and providing follow-up to prevent recurrence.
- Liaising with the Managing Director as required.
- Carrying out risk assessments in accordance with regulation 3 of the management of Health and Safety at Work Regulations and introduce adequate control measures, where applicable, in order to reduce risks to all staff, visitors, contractors and trainees
- Ensuring that copies of all risk and other assessments are readily available at the point of issue
- Ensuring that safety equipment is provided free of charge and the use of the equipment is enforced and managed.
- Ensuring cleaning schedules are managed appropriately and a good standard of housekeeping and cleanliness is maintained.
- Include Health and Safety as a standing agenda item at meetings with staff. This is to be recorded in the meeting minutes.
- Responding to the safety management and employee initiatives.
- Ensure consultation with all employees on safety matters.
- Goods manufactured internally for outside use must comply with safety standards, as per Section 6 Health and Safety at Work Act 1974.
- Ensuring cooperation and co-ordination between all relevant parties on all safety matters.
- Facilitating the provision of resources in order to ensure compliance with the statutory provisions.

## **All employees**

All employees will be reminded of their statutory duty under *Sections 7 and 8 of the Health and Safety at Work Act 1974 and Regulation 14 Management of Health and Safety at Work Regulations 1999* to:

- a) Take all reasonable steps to ensure the health and safety of themselves and of any other persons who could be affected by their actions or omissions whilst at work,
- b) Cooperate with management so far as is reasonably practicable in all matters concerning health, safety and welfare,
- c) Not to interfere with, or misuse anything provided in the interests of health, safety and welfare.
- d) To use all equipment, machinery, articles and substances in accordance with any training and instruction given.
- e) To inform the employer or other employees with health and safety responsibility of any work situation, which would reasonably be considered a serious and imminent danger to health and safety.

## **Trainees**

Are required to follow safety rules and systems of work at all times in order to work safely and have a duty of care to themselves and others who may be affected by their actions or omissions.

## 2. Policy Review and Communication

**2.1** A formal policy review is carried out annually by the Managing Director and the Health and Safety advisor. In such time should there be any changes to the Policy due to changes in working procedures, legislation etc. Amendments to the Policy will be written and published and circulated to all staff through Health and Safety Notices,

Health and safety will be a standing agenda item at team meetings. To consider changes identified by management following local consultative meetings required to be undertaken by them and the discussions recorded in the minutes.

The policy will be reviewed annually by the Managing Director and Health and Safety advisor, taking into account any legislative changes and representations from other parties.

The Policy statement will be circulated to all staff in the following ways:

- Policy will be published to all staff.
- Managers will have a copy of the Policy.
- The Policy will be drawn to the attention of all new staff through induction during the induction week.
- The policy will be available on the company Intranet and Internet sites

### **2.2 Statutory Legislation Covered by This Policy**

- Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Provision and Use of Work Equipment Regulations (PUWER) 1998
- Personal Protective Equipment at Work Regulations 1992
- Health and Safety (Display Screen Equipment) Regulations 1992 Amended
- Manual Handling Operations Regulations 1992 Amended
- Workplace (Health, Safety and Welfare) Regulations 1992
- The Electricity at Work Regulations 1989
- The Control of Substances Hazardous to Health Regulations 1994
- Health and Safety (First-Aid) Regulations 1981
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- The Control of Asbestos at Work regulations 2002
- Regulatory Reform (Fire Safety) Order 2005
- Noise at Work Regulations 1989 (Amended 2006)
- The Woodworking Machines Regulations 1974
- The Highly Flammable Liquids and Liquefied Petroleum Gasses regulations 1972
- The Environment Protection (Duty of Care) Regulations 1991
- Food Act 1990
- Food Safety (General Food Hygiene) Regulations 1995
- Environmental Protection Act 1990
- Road Traffic Act 1988
- Highways Act 1980



## **3. STATEMENT OF ARRANGEMENTS**

### **3.1 Consultation with Staff**

Matters for which ALL staff will be consulted on are:

- Any measures that may substantially affect them regarding health, safety and welfare, such as new working practices and patterns, amended staffing levels or new accommodation.
- Plans for appointing a competent person.
- Any health and safety information that must be provided under statutory requirements.
- Planning and organising of safety training.
- Health and safety consequences of introduction of new technology into the workplace.

Consultation\_methods:

- Non-complex matters must be communicated via email or staff meetings.
- Complex issues will be communicated via appropriate meetings or talks (e.g. 'tool box talks' or formal meetings).

## **MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999**

### **3.2 Risk Assessments**

To comply with Regulation three of the Management of Health and Safety at Work Regulations, 1999. Risk assessments will be carried out in order to assess the risks to health and safety arising from work activities, initially and whenever a change in circumstances is identified. The purpose of the assessments will be to identify hazards and introduce control measures and preventative measures, Regulation four, wherever possible eliminate the risks to staff, attendees, visitors, contractors and all others who may be affected by his / her actions.

Generic risk assessments will be used to identify the need for specific assessments. Specific assessments will be regarded as an extension of the generic assessment.

Trained risk assessors, (Staff having received the prescribed risk assessment training or other competent person or persons) who are aware of the consequences of the assessment will carry out all risk assessments. All risk assessments will be recorded, and a copy kept in the central risk assessment register file held in the administration office. Risk assessments will be reviewed periodically or when changes to equipment, procedures, environment, materials or other relevant factors occur.

Risk assessments for all hazardous activities must be carried out and validated by the competent person responsible for health and safety. These must then be vetted and agreed with the Managing Director prior to inclusion in the register of assessments.

**See Form AC01 and Form AC02**

### **3.3 Expectant and Nursing Mothers**

If a member of staff or a visitor has informed the manager or another member of staff that they are pregnant a risk assessment will be carried out for the person concerned taking into account, their normal activities and what is normally expected. The risk assessment must take into account the fact that the pregnancy will progress, and capabilities will reduce. The purpose of the assessment is to identify any hazards to which the person may be exposed to and identify the risk of carrying out normal tasks. Should the assessment show the risk to be high, then suitable control and additional measures will be implemented in order to reduce the risk to the pregnant person to render the risk as low as possible.

A similar assessment will be carried out for all nursing mothers after Maternity Leave.

### **3.4 Young Persons**

Where young persons have not reached the age of 18 years risk assessments must show that special account has been taken of the young person's lack of experience and maturity.

### **3.5 Lone Workers**

Risk Assessments must be undertaken for lone workers. (See Focus Management for Business Limited Lone Worker Protocol dated 1 June 2011).

## **3.6 EMERGENCY PROCEDURES**

### **3.6.1 Fire**

**Procedure:** On spotting a fire the alarm should be raised either by pressing the nearest alarm call point (break glass or follow local procedures). Do not attempt to put out the fire unless both confident and competent to do so. In any case this is not to be attempted unless there is a clear and easy means of escape. In reality anything bigger than a waste bin fire should be left for the experts.

Evacuate the area and proceed to the designated assembly point. Do not stop to collect belongings. Do not panic. Do not attempt to enter smoke filled rooms in an attempt to rescue.

Wait at the assembly point for further instructions. Do not go back to the building before receiving authorisation to do so.

All visitors will be escorted to the assembly points by staff members.

To embed these processes and procedures within our Health and Safety Policy the main principals are outlined below.

- All staff are as part of their safety training are trained in basic fire safety

### **3.6.2 First Aid- Health and Safety (First Aid) Regulations 1981**

The need for first-aid cover is assessed annually by the Managing Director to ensure adequate first-aid facilities are in place. Individual workplace assessments are performed to ensure that the office has sufficient provisions for first-aid, taking into account the numbers attending, the types of hazards etc.

There is a First-Aid box located in the general office. The First-aid box is checked by a member of management on a monthly basis to ensure that the box is full at all times. The box is sealed when full. There is a procedure in place for ensuring that first-aid items are replenished when used. Should a first-aid item be used then the person using the item informs the Director responsible for facilities management of what has been taken. The Director will then replenish and reseal the First-aid box.

#### **Form AC10**

### **3.7 Workplace (Health, Safety and Welfare) Regulations 1992**

**Persons in Charge are responsible for ensuring the following in conjunction with the landlord/owner of premises.**

**3.7.1** All work areas will be provided with adequate heating and ventilation to allow for a comfortable working environment. Workplace temperatures will be monitored by the Person in Charge in accordance to Regulation 7 to ensure a comfortable working temperature in all areas.

**3.7.2** All workplaces shall have sufficient lighting in order for staff and visitors to work and move safely and without causing ill health. Wherever possible natural lighting will be provided, so far as is reasonably practicable.

**3.7.3** Cleaning Schedules will be followed and monitored by managers in order to maintain a clean and healthy environment.

All workstations shall be arranged so that all tasks can be carried out safely and comfortably.

Floors and traffic routes shall be kept clear from obstructions and maintained in such a way that all persons can travel around the office in a safe manner.

**3.7.4** It is the responsibility of staff and contractors working on behalf of focus management for business limited to ensure that the organisation they are visiting have adequate systems and procedures in place to maintain their health, safety and welfare whilst visiting. Failure of these basic requirements will result in the member of staff leaving the premises and reporting the failure to the Managing Director who will take issue with the appropriate person or persons for the rectification of the failure before any further visits to the premises will be made.

### **3.8 Manual Handling Operations Regulations 1992**

Focus Management for Business Limited has a policy of avoiding the need to manually handle hazardous loads so far as is reasonably practicable. Where

possible the manual handling tasks will be replaced by mechanical lifting aids in order to reduce the risk of injury to human health.

All manual-handling tasks will be identified and assessed by a competent person (assessing the task, load, environment and individual capabilities) and recorded. Where applicable appropriate control measures will be implemented in order to reduce risk of injury. **Form AC03**

All materials and equipment will be stacked, stored and transported in a safe manner to avoid manual handling task so far as is reasonably practicable.

Staff will be trained in manual handling techniques and in the safe use of mechanical handling devices if such needs are identified in the risk assessments.

### **3.9 Display Screen Equipment Regulations 1992**

The Managing Director will ensure that all 'users' (as defined in the Regulations) will be provided with training and instruction on the safe set up of their workstation. All workstations, regardless of whether they are used by users will be subjected to a Workstation Assessment to ensure they meet the standard requirements as set out in the Regulations, (the Managing Director will ensure that a competent person conducts the risk assessment). The aim of this assessment is to identify any hazards to which the 'user' will be exposed to, both chronic and acute. Workstation assessments are carried by trained Workstation Assessors who has the responsibility for writing an action plan. Section Managers are responsible for ensuring that all actions are implemented **Form AC05**

All 'users' of workstations will be given information, instructions and training as to the safe use of their workstation and on their rights and responsibilities as a user.

### **3.10 Personal Protective Equipment at Work Regulations 1992**

PPE will only be used as the last of the risk control hierarchy where risks cannot be controlled adequately by means of elimination, substitution, and isolation.

Staff will be responsible for ensuring that PPE is suitable, compatible with other safety equipment, used as it should be when it is required, and maintained properly. To ensure that the correct PPE is selected a PPE Assessment will be completed. Where possible users of PPE will be involved in the selection. Staff responsible for the wearing of PPE will be provided with adequate supervision, training and instruction.

Copies of the PPE selection assessments will be kept with the relevant generic risk assessment at 'point of use'.

**Form AC06**

### **3.11 The Control of Substances Hazardous to Health Regulations 2002**

To ensure that all hazardous substances are recorded and assessed in order to control the hazards. All new items will not be used until a full assessment has been made and a Material Safety Data Sheet has been received. All staff will inform the Health and Safety Advisor of substances that arrive on site without an assessment.

All substances will be subjected to a COSHH assessment. Where control measures are required the control, hierarchy will be used – Eliminate, reduce by substitution, Isolate and Control with PPE and Discipline. COSHH assessments will be stored in all areas where hazardous substances are used and kept.

All staff will be given information, instruction and supervised when handling hazardous substances.

The Managing Director is responsible for ensuring that COSHH assessments are kept up to date and are relevant. **Form AC04**

### **3.12 Work Equipment (including Preventative Protective Maintenance and Small repairs)**

All plant, tools and equipment will be supplied and maintained in a safe working condition, adequately guarded and insulated in accordance with the Provision and Use of Work Equipment Regulations 1998.

- Where applicable, safety guards are fitted to all machinery to protect the operator from injury.
- Guards are inspected regularly as part of the equipment maintenance programme.
- All equipment is inspected and maintained under a Planned Preventative Maintenance program carried out by a competent person.
- All faults are reported to the Managing Director.
- Where possible all faulty equipment will be fixed by competent trained personnel.
- Where equipment cannot be repaired in order to allow the equipment to run safely the equipment will be condemned and a replacement sought.

### **3.13 Accident/Incident Reporting and Investigation**

Any person involved in an accident or near miss must immediately inform a line manager

The staff are responsible for:

- Attending scene, ensuring any casualty receives medical treatment.
- Making area safe
- Recording where the accident occurred, time reported, time on scene.
- Recording details and nature of the accident
- Identifying and recording who is involved
- Making a note of any witnesses
- Determining and recording where the accident happened
- Noting what was observed (note physical conditions)
- Recording what he/she was told of the incident
- Recording what action, he/she took
- Advising the person involved in the accident to complete the **B1510 Accident Book** to allow a record of the accident to be made.
- Taking photographs of scene if possible.

**The Managing Director is responsible for:**

- Obtaining copy of **Form FHS2**
- Taking victim/Witness statements
- Obtaining copies of relevant documentation i.e.
- Risk Assessments
- C.O.S.H.H. Assessments
- P.P.E. Assessments
- Manual Handling Assessments
- Safe Systems of Work
- Training Records
- Cleaning Schedule
- Investigating accident/incident to determine underlying cause and what actions taken to prevent re-occurrence

**The Managing Director must in the event of a serious accident; •**

- Review accident/incident and conduct an investigation
- Inform H.S.E. if reportable under R.I.D.D.O.R.

Definable incidents are reported to the Health and Safety Executive, as per the RIDDOR\_1995 (Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995).

Upon the occurrence of the following incidents the Managing Director will notify the HSE by the quickest practicable means:

- Major injury to a member of staff or visitor requiring hospitalisation for more than twenty-four hours.
- A member of staff or visitor is fatally injured.
- A dangerous occurrence where considerable damage to plant or equipment has occurred.
- An even where considerable harm to the environment has happened.
- Or any combination of the above.

Categories which require reporting within 10 days of the incident occurring are:

- Over three-day injuries – where a member of staff is off work or unable to perform their normal duties for a period of three or more days due to an injury resulting from an accident at work. This includes any days that they would not normally be expected to work such as weekends, rest days or holidays but does not include the day of the injury itself.
- Work related diseases. If a doctor notifies us that a member of staff is suffering from a work-related disease this also must be reported.

### **3.14 Noise at Work Regulations 1989**

In all areas where employees and visitors are required to work a noise survey is carried out bi-annually by a competent, trained person, as part of the overall assessment of the business park by the landlord or agents acting on behalf of the landlord. The landlord or the management of the business park will publish their findings in a report that is made available to all tenants, so they can take appropriate corrective action if necessary.

As a result of this action areas where Hearing Protection is required are identified with signage (mandatory instruction).

The use of Hearing Protections is mandatory and will be enforced by managers, as per the PPE regulations.

### **3.15 Control of Asbestos at Work Regulations 2002**

The new Regulations require all employers to undertake a survey of all areas to identify the presence of Asbestos in the workplace.

- Annual inspections will be carried out by competent persons on behalf of the landlord, who will then produce an annual Inspection Report. A Register / Database is available to identify all areas with Asbestos present. The database will include notes and photographs as to the exact location and type of asbestos.
- (This is the responsibility of the landlord/owner of the property and the Managing Director will liaise with them to ensure he/she has the relevant information)
- All staff will be informed by the Managing Director on the location of all asbestos within the establishment. Where maintenance is required in an area containing asbestos, they will be informed on the job sheet.
- Staff sited in areas where asbestos is present will be informed of the presence of asbestos and also informed that asbestos will not be hazardous unless disturbed.
- All staff who come into contact with Asbestos or who think they may have disturbed Asbestos must inform the Managing Director immediately.
- All contractors who enter the establishment to carry out work to buildings or intrusive surveys must report to the maintenance department to have access to the establishment's asbestos register.
- The contractor must also sign to the effect that they have had access to the register.

### **3.16 Electricity at Work Regulations 1989**

**All Portable Electrical appliances will be maintained in a safe condition so far as is** reasonably practicable as is required by the above Regulations. Portable appliances will be subjected to Portable Appliance Testing on a frequency basis, to comply with the regulations.

Frequency of testing depends on: -

- the risk of injury,
- type of equipment used,
- where the equipment is used

- what the equipment is used for

Managing Director will ensure that all new portable appliances are tested before being dispatched to the relevant areas. Nominated competent electricians will use a proactive program that identifies and tags equipment, examines tests and records results in a register.

All other work i.e. on fixed installations on electrical equipment will be carried out by qualified personnel only. Under no circumstances are staff allowed to interfere with any electrical equipment.

### **3.17 Training**

All Managers and Field Staff will receive appropriate risk assessment training.

All staff, and visitors will receive adequate information, instruction and training in order to allow them to work in a safe manner. Only competent, trained personnel will be allowed to perform tasks with significant hazards to health and safety.

All staff will be subjected to a health and safety induction including health and safety training such as Fire Awareness, and emergency First-aid.

**Form AC08**

### **3.18 Office equipment (Photocopiers, Shredders and Paper Punching Machines) (P.U.W.E.R. Regulations 1998)**

All machines will be subjected to regular maintenance and inspections by competent persons, in order to comply with the Provision and Use of Work Equipment Regulations 1998.

No personnel will operate any machinery unless trained, competent and aware of the above Regulations. All machine guarding will be subjected to regular inspections by a competent person and any defects reported to the Managing Director. Machinery with defective / faulty guarding will not be used until the required maintenance has been carried out.

### **3.19 Traffic Management**

All pedestrians must keep to the designated paths and walkways and use the public highway in accordance with the highway code and relevant laws. All drivers are responsible for driving in accordance with all highway regulations and at no time are permitted to use multimedia devices whilst driving.

### **3.20 Monitoring, Inspections and Audits**

#### **3.20.1 Monitoring**

- Monitoring must be carried out annually by the Managing Director using Active Safety Performance Monitoring Form (**Form AC07A**) using the Guidance for Safety Performance/Monitors (**Form AC07B**).

- The completed Form AC 7A will be kept in the appropriate file within the central administration office
- Action plans to arise from the monitoring must be agreed with the management team by March annually.

### **3.20.2 Inspection**

The Managing Director or appointed responsible person will carry out regular inspections throughout the year on selected topics/issues.

Inspection reports will be completed and forwarded to the Management Team

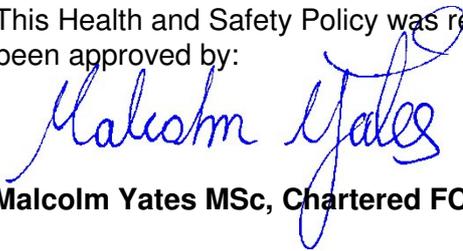
### **3.20.3 Audit of sites**

A system of safety systems auditing is to be carried out on an annual basis and is the responsibility of the managing Director and the Management Team within Focus Management for Business Limited.

An annual programme of audits will be agreed. When the audit has been completed a copy of the audit report will be available for all staff and visitors to examine. We will also make available this report on our internet site for examination by interested parties

The audits are a systematic critical examination of all working areas to ensure that safe working practices, emergency procedures are all in place and fully implemented.

This Health and Safety Policy was reviewed and updated on 1<sup>st</sup> June 2015 and has been approved by:



**Malcolm Yates MSc, Chartered FCIPD, FInstLM, FRSPH Managing Director**

Date of next formal review: 1 <sup>st</sup> June 2020
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