

## Health and Safety Policy

### INDEX

#### **Section 1 – Statement of Intent**

#### **Section 2 – Arrangements:**

- Accidents and Incidents
- Asbestos
- Building Maintenance
- Control of Substances Hazardous to Health
- Driving
- Display Screen Equipment
- Electricity
- Fire
- Lone Working
- Manual Handling
- Personal Protective Equipment
- Pregnancy at Work
- Young People at Work
- Young People Normal Working Hours

#### **Section 3 - Review**

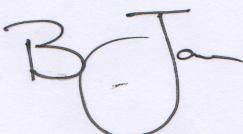
- Appendix 1 - Employee Signature Sheet
- Appendix 2 - Young Persons Risk Assessment Template
- Appendix 3 - Risk Assessment Template
- Appendix 4 - Induction Checklist Template
- Appendix 5 - Contractor Competency Template
- Appendix 6 - Employee Emergency Contact Form

## Section 1 - Statement of Intent

To whom it may concern,

- This policy is prepared by NETCO management Services Ltd (the 'company') to comply with the requirements of the Health and Safety at Work etc. Act 1974 and identifies the company's commitment to health and safety.
- The Directors of the company are committed to ensuring, so far as is reasonably practicable, the health, safety and welfare at work of all our employees and others who may be affected by our business activities.
- The Company will allocate sufficient funds to implement this policy and will monitor health and safety performance throughout the company.
- As an organization we recognize that high standards of health and safety not only contribute to a positive business performance, but also help satisfy the expectations of our customers, stakeholders, employees and society at large.
- This policy influences all business activities and decisions including the design and delivery of the company products and services. To implement this policy, the company will, (so far as is reasonably practicable), pay particular attention to:
  - **Provide and maintain safe equipment and systems of work**
  - **Arrange safe use, handling, storage and transportation of articles and substances**
  - **Provision of information, instruction, training and supervision as is necessary to ensure the health and safety at work of our employees**
  - **Ensure any place under company control is maintained along with safe access and egress**
  - **Provide and maintain adequate facilities and arrangements for employee welfare.**
- The company accepts the minimum legal standards set out by national legislation and is committed to promoting a strong health and safety culture. Although the final level of implementation rests with the company, it shall be the duty of every employee to adhere to this policy and in particular to:
  - **Take reasonable care of yourself and others who may be affected by what you do**
  - **Co-operate with the company on matters of health and safety**
  - **Not interfere with or misuse anything provided for health and safety**
  - **Inform the company of any dangers or shortcomings in the health and safety arrangements**
- All policies and procedures are available to employees, with arrangements being monitored and reviewed as and when necessary, this is a 'live' document and any alterations will be consulted on and made available.

Signed for and on behalf of NETCO Management Services Ltd



Date: 10/06/2014

## Section 2 – Arrangement's

### Accidents and Incidents

All staff are required to undertake a minimum award in First Aid that is a 1 day Emergency First Aid at Work these include

**Bob Jones**  
**Paul Gallagher**

They will ensure the first aid kit is available and fully stocked, basic treatment is administered in line with their training, and records are maintained.

To facilitate this, the company will ensure a:

- Accident book is available for use,
- Fully stocked First Aid container is provided and maintained.

First Aid at work qualification and re-qualification will be arranged by the company to ensure cover is maintained for any employees.

**Reporting of Incidents, Diseases and Dangerous Occurrence Regulations 2013** require certain occurrences to be formally reported.

NETCO Management Services Ltd is a low risk working environment, but in the unlikely event of a 'specified injury', illness or near miss **Bob Jones** will take the following actions:

- Visit the Health and Safety Executive Website,
- Select and complete the appropriate online form,
- Save any associated documents or material for future reference
- Inform company insurance providers as appropriate.

### Asbestos

Asbestos is a natural mineral fiber, which was extensively used in the construction of buildings pre-2000. It can often be found in:

- Pipe lagging,
- Wall insulation,
- False ceiling tiles,
- Sprayed onto surfaces,
- Fire protection.

The company policy is to assume Asbestos is present until it can be shown otherwise and will check property before using for potential risk.

At induction and periodically employees will be reminded:

- Not to do anything, which might damage any walls, fixtures or fittings,
- Report any unsound property to **Bob Jones** who will liaise with the premises landlord.

### Building Maintenance

NETCO Management Services Ltd does not own property and delivers from a range of hired accommodation, under its duty of care it will ensure that work is delivered in a safe and healthy environment.

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

The activities of the Company do not involve the use of hazardous substances other than pre-packed products with manufacturer's instructions available.

For occasional use a template risk assessment is available for use in conjunction with the manufacturers 'Data Sheet', which will be stapled to the risk assessment and filed for future reference.

Should the data sheet state that the 'chemical used is not hazardous for the purposes of COSHH' a COSHH assessment will not be required.

## **Driving**

All employees using vehicles as part of their duties must hold a current UK Drivers License (a copy of which will be held on file).

Drivers are reminded of their legal responsibilities to drive according to standards set out in the high way code and are wholly responsible for any penalties incurred (such as speeding or parking infringements).

The company does not condone the use of mobile phones whilst driving.

All employees using their vehicles for their work MUST have business use and a copy be provided and stored in their personnel file.

Satellite Navigation is a useful tool, but does not replace the driver. Follow manufacturer's instructions with regard to use and ensure such devices are not positioned in such a way as to affect your view out of the window.

## **Display Screen Equipment (DSE)**

All employees are required to co-operate with the company, by completing a workstation assessment. All Directors will ensure that any new employees and periodically existing employees complete a workstation assessment and that:

- Instruction is provided as needed,
- Action points are dealt with,
- A copy is stored with the personnel file.

The Health and Safety induction will provide information and guidance on usage for: -

- Blind's are fitted to windows, reducing glare,
- Fully adjustable chairs at work stations,
- Foot and wrist rests
- Instruction on use of specialist equipment is provided
- Breaks and variation in work

## **Electricity**

In co-operation with the any hire facility, the company will ensure that the electrical system and equipment used on it shall be in a safe condition.

No employee shall fetch in personal electrical items from home or attempt to fix or alter any electrical wiring, unless they are trained and competent to do so.

Induction training reminds any staff of their responsibility to report any damage or electric shock and of the importance of pre-user checks on all equipment.

The company will establish:

- An Asset log to monitor and maintain equipment,
- Annual Portable Appliance Testing by a competent person,
- Service agreement is in place on hired equipment such as the photocopier.

## **Fire**

NETCO Management Services Ltd recognizes its responsibilities under the Regulatory Reform Fire Safety Order 2005 and it is the responsibility of each member of staff to check hire facility fire regulations and procedures and provide a health and safety overview at the start of each session.

## **Lone Working**

It is essential to be able to determine the location of lone workers at any time during the working day; all lone workers must make contact with the office at least once every day. For any out of hours work, arrangements should be made to enable receipt of a text message, email or telephone call to a pre-determined contact.

Employees are reminded of their personal responsibilities to keep safe and personally assess risk to self in any given situation. When operating in vulnerable areas, such as working with disengaged students or delivery with identified issues such as verbal aggression or violence the company will:

- Make arrangements with the partner organization for relevant information to be provided,
- Ensure the partner organization supervises their charge,
- A risk assessment is carried out for the event,
- Employees work in pairs as deemed appropriate.

The company will also ensure remote workers have access to basic first aid containers and a means to summon help if needed.

## **Manual Handling**

The nature of the company is that very minimal manual handling is required, if at all during day-to-day activities. Basic instruction will be provided proportionate to the level of handling required. As a minimum HSE guidance.

Equipment such as a portable barrow is provided to aid staff working off site and storage is managed to ensure heavier items are at low level and bulk deliveries are broken down into more manageable loads.

## **Personal Protective Equipment**

The company is not expected to use PPE but will supply the following if ever required. Such equipment provided may include, but is not restricted to:

- Hard hat,
- Gloves,
- Eye protection,
- Ear protection,
- High Visibility tabard,
- Safety Boots.

The company will not charge for anything provided in the interests of safety, but any upgrades for reasons of fashion will require employees to make up the difference. Employees have a duty to look after themselves and also to report any failings in arrangements; as such employees should report any defects or damage of PPE to the company to enable remediable action to be taken.

## **Pregnancy at work**

NETCO Management Services Ltd may include women of child bearing age and as such we recognize our responsibilities under the Management of Health and Safety at Work Regulations 1999.

Our business in general is a low risk type undertaking, which will ensure that new or expectant mother will not be exposed to:

- Hazardous processes and working conditions
- Physical risks by reason of her condition
- Biological and chemical agents likely to affect the mother or unborn child

The new or expectant mother must notify in writing that she:

- Is pregnant
- Has given birth within the last 6 months
- Is breastfeeding

NETCO Management Services Ltd reserves the right to request confirmation of the pregnancy by means of a certificate from a registered medical practitioner or a registered midwife in writing.

Once notification has been received the Health and Safety Manager in co-operation with the new or expectant mother and their line manager will conduct a risk assessment of the working conditions.

If the above-mentioned certificate of confirmation has not been produced within a reasonable period of time, NETCO Management Services Ltd will not be bound to maintain changes to:

- Working hours
- Conditions
- Paid Leave

## **Young People at work**

NETCO Management Services Ltd will support young people under the minimum school leaving age through avenues such as, but not exclusive to:

- Work Experience
- Extended Work Placement
- Modern Apprentice Program
- General employment

We recognize our moral and legal responsibilities as set out under the Management of Health and Safety at Work Regulations 1999 and will ensure young people are not affected by:

- Tasks beyond their physical or psychological capacity
- Exposure to agents, which chronically affect human health
- Harmful exposure to radiation
- Their insufficient attention to safety or lack of experience or training
- Contact with extremes of cold, heat, noise or vibration

A director will arrange or delegate for appropriate interviews, selection and induction in line with current company policies and procedures.

Prior to the young person starting work NETCO Management Services Ltd will ensure:

- A young person's risk assessment is carried out, with significant findings recorded
- The risk assessment will be made available to the parent / guardian and young person prior to work commencing

To further assist the young person, we will also arrange for:

- 'Mentoring' for the young person to assist with day to day communications
- Frequent one to one reviews to focus on any Individual Learning Plan (ILP)

### **Normal Working Hours**

Young workers may not ordinarily work more than 8 hours a day or 40 hours a week not including travel between home and work, lunch breaks, evening classes or day release courses.

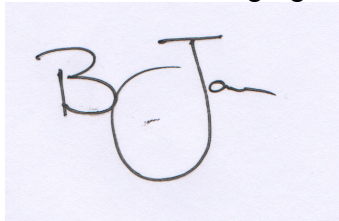
Rest breaks are not in addition to lunch breaks and are unpaid. Rest will be ensured for young workers by providing a:

- Daily rest of 12 hours
- Weekly rest of 2 days
- Rest break of at least 30 minutes if they work more than 4 ½ hours

### **Review**

This is a live document and we commit to reviewing this policy annually or in light of new experiences, operational or organizational changes.

Bob Jones Managing Director Signature

A handwritten signature in black ink on a light blue background. The signature consists of the letters 'B', 'O', and 'J' in a stylized, cursive font, followed by a small flourish.

Date: 10.06.14

## **Appendix One**

I am aware of this health and safety policy, it has been made available to me. I understand and accept its contents and that any reviews or alterations will be made available to me.

**Employee Name**

**Signature**

**Date**

## **References**

Health and Safety at Work Act 1974