

Perform Green Health & Safety Policy

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1. Policy Statement

It is the policy of Perform Green, as approved by the Board that operations carried out by the Organisation are in accordance with the requirements of the Health and Safety at Work Act 1974 and associated Health Safety and Environmental Legislation, both in the spirit of the law and its legal obligations.

Toby Rhodes, as Director responsible for Health and Safety, has the overall responsibility for implementing and maintaining this policy through the use of the policy arrangements. His duties and that of other employees and associates are detailed below in the organisation's health and safety policy.

The organisation regards the management of health and safety as an integral part of its business and as a management priority. It is our policy that all activities and work will be carried out in a safe manner and we will ensure the health, safety and welfare of our employees and others who may be affected by our activities.

Our target is for zero accidents and zero work-related ill health to be achieved by applying current best practice in health and safety management. Compliance with current health and safety legislation is therefore regarded as the absolute minimum standard acceptable.

Proper management of health and safety issues is seen as an integral part of the efficient management of the organisation's activities, and critical to developing the professional culture of the organisation and establishing and maintaining a solid reputation with all of our clients.

The names of the individuals responsible for health and safety issues and the arrangements to implement this policy are set out in the organisation's detailed health and safety policies.

The objectives of this policy are fundamental to our business and senior management is responsible for ensuring that the requirements of this policy are achieved.

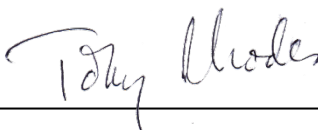
Management, employees and associates have responsibility for implementing the specific arrangements made under this policy throughout the organisation. All employees are expected to read this policy, familiarise themselves with its provisions and carry out their defined responsibilities. A copy of the policy will be held in the office and will be made available to all employees.

Employees are expected and encouraged to be proactive on health and safety issues as part of the continued development of the health and safety culture of the organisation.

All employees, contractors and sub-contractors are required to cooperate with the organisation and their colleagues in implementing the policy and shall ensure that their own work is without risks to themselves and others as far as reasonably practicable.

The organisation will provide appropriate training and make available competent health and safety advice and adequate resources including time and money so that legal obligations may be met.

This statement is to be displayed in a prominent position at all designated locations.

Signed: 

Toby Rhodes, Director Responsible for Health and Safety, Perform Green Ltd

Dated: 1 July 2016

2. Responsibilities

The responsibilities listed below are generic and must be implemented with the support of the policy arrangements.

2.1 Director responsible for Health and Safety

Will implement the HEALTH AND SAFETY Policy by: -

1. Making full provision for safe methods of working and adequate welfare facilities.
2. Ensuring the Management of Health and Safety at Work Regulations 2017 and current Health and Safety Regulations are followed and the necessary health and safety project plan, risk assessments and safe working practices are produced and brought to the attention of the relevant people.
3. Ensuring employees at all levels receives appropriate training.
4. Monitoring health and safety performance through health and safety monitoring programme, reviews, and programmed audit and inspection reports. To amend the health and safety plan based from information produced from monitoring regime.
5. Ensuring regular meetings with employees and associates to receive comments and suggestions on ways in which health and safety performance can be improved.
6. Liaising with management and ensuring that the organisation provides support for health and safety issues, which cannot be controlled at, project level, especially with regards to situations outside their control.
7. Setting health and safety programs and standards developed through the health and safety management system.

2.2 Account/Contract Manager

1. Understand the Organisation Health and Safety Policy and ensure it is brought to the attention of Programme managers, clients and participants.
2. Have adequate knowledge of, and observe the requirements of the Health and Safety regulations and codes of practice; ensuring that Project Health and Safety Plan has been set up and all statutory registers and records are maintained and that persons under your control are adequately trained to enable them to carry out their duties.
3. Ensure that the necessary risk assessments have been carried out and recorded and that detailed work instruction adopting "best working practice" approach is used for high-risk activities.
4. Ensure that adequate arrangements are made with regards to fire precautions and emergency evacuation requirements. First aid personnel must be identified and trained to the required standard.
5. Ensure any accident/incident is reported in accordance with Organisation policy.
6. Set a good personal example at all times.

2.3 Programme Managers

1. Be familiar with the Organisation's health and safety policy, designated industry best practice and the legislation as it relates to your work.
2. Develop Project Health and Safety Plan and ensure it is correctly maintained
3. Ensure that concise instructions/information is given to participants, employees and associates, detailing what precautions/actions must be taken to minimise risk.
4. Ensure that new employees, Participants, Associates are aware of the dangers and what precautions they must take.
5. Record and act on any defects in office equipment together with details of any dangerous practices observed.
6. Set a good personal example and ensure equipment is being used correctly and in line with health and safety practices.

2.4 Office Manager

1. Fire risks due to flammables, waste paper and smoking
2. Electrical risks due to overloaded sockets and circuitry, and incorrectly maintained equipment (see section on electricity).
3. Tripping hazards due to for example, trailing leads, across access ways.
4. Safe storage of materials.
5. Maintain adequate welfare facilities.
6. Adequate arrangements for employees using VDU equipment with regards to workstation set-up and rest period's etc.

2.5 All Employees and Associates

UK Health and Safety legislation and regulations requires all employees and self-employed persons to take reasonable care of themselves and others who may be affected by their acts or omissions, and to co-operate with the Organisation by observing the Organisation's procedures and so enabling the Organisation to comply with its statutory duties.

In particular, employees and associates should:

1. Taking a pro-active role in assessing the Organisation's health and safety performance and suggesting ways in which improvement can be made.
2. Using the appropriate protective equipment (i.e. head protection, eye protection, hearing protection, footwear) if required for the job.
3. Keeping all tools and equipment in good condition.
4. Reporting all defects in office equipment, together with any unsafe acts to your immediate manager.
5. Not operating any plant or carrying out any task for which you have not been trained or are unfamiliar.

6. It is important that you feel capable of doing the task in which you are involved. If you have any doubt you should inform your immediate supervisor. **DO NOT TAKE CHANCES.**

3. Training

3.1 Employees

The Director responsible for Health and Safety will ensure that regular reviews of health and safety training needs are carried out. This will pay attention to persons whose role has changed, possibly due to a change in their scope of work, or due to legislation changes. Employees taking on extra responsibilities may need additional training. The Director with responsibilities for Health and Safety will monitor that the training is completed and evaluate its impact within the organisation.

3.2 Induction Training

Managers (Programme or Office) will carry out induction training for office and project teams informing them of the significant risks identified together with the works emergency and first aid procedures. They will also cover: -

- The significant risks and precautions to be taken
- The P.P.E. requirements where appropriate
- Where/how to obtain additional P.P.E. as required
- Details of emergency procedures
- Details of welfare arrangements
- Details of any safe working practices relevant to the actual work the person is involved in
- Any specific location rules/requirements.

Confirmation of induction training will be recorded in the project Health and Safety Plan.

4. Health and Safety Monitoring

The Director responsible for Health and Safety has a responsibility to monitor the implementation of the Organisation's health and safety policy and to review the Organisation's performance. To assist in this role, audits, Health and Safety Plan reviews, and site inspections will be carried out at regular intervals. The Director responsible for Health and Safety is to ensure that a summary of these reports are presented to the Management Team for review to ensure the implementation of short and long term corrective actions. The review process should consider the following areas.

- Review of any significant accidents or incidents - is a procedural change required?
- Review of any H.S.E., clients or other party's correspondence relevant to health and safety - is a procedural change required?
- Review of project health and safety plan. Have targets been achieved?

- Review any new legislation, guidance notes, or H.S.E. initiatives.
- Review safety arrangements and training requirements, as appropriate.
- Set safety objectives for next period.

On an annual basis the Director responsible for Health and Safety will carry out a review of the Organisation's policy and will submit any amendments to the Board.

5. Consultation with Employees and Associates

The organisation has a pro-active approach to health and safety, and recognises the benefits of employees/associates having a significant input into the organisation's health and safety procedures. They also play a vital role in providing feedback on actual performance, and identifying hazards that have previously been missed. Therefore in all situations, employees and associates will be encouraged to assist the organisation to maintain a safe and healthy workplace.

Managers will consult with employees and associates by gaining their involvement within the development of risk assessments and safe working practices and allowing them to be actively involved in the monitoring and feedback of health and safety practices within their areas of work.

6. Reporting of Accidents and Dangerous Occurrences

There are a number of reasons why it is essential that all accidents/incidents be recorded and where applicable reported. These include:

- Legal requirements to report certain injuries and dangerous occurrences to the Health and Safety Executive (RIDDOR 1995).
- Requirements to notify the organisation's insurance company and keep details for potential future claims.
- Department of Work & Pensions requirements to keep details of all accidents in the workplace accident book.
- Organisation requirement to assist in monitoring health and safety performance.

Accidents and incidents must be recorded in the organisation's accident book to support the monitoring procedure.

7. First Aid and Welfare Requirements

7.1 First Aid

In the office, a first aid box, trained first aider and an (online) accident book will all be provided. Notices will be posted giving this information.

Project first aiders will be appointed where identified within the project safety plan.

7.2 Welfare Facilities

The following will be provided as minimum facilities: -

- Access to canteen room with facilities for warming food and boiling water for drinks
- Facilities for storing clothing and P.P.E.
- Toilets with facilities for washing.

7.3 Drinking Water

An adequate supply of fresh drinking water must be provided.

8. Fire Precautions and Emergency Procedures

8.1 Office and Client sites

All potential fire hazards will be identified in office/project risk assessments and steps will be taken to remove the hazards and minimise the risks. Managers must ensure that emergency procedure are detailed and instructed to employees and associates.

If contractors have to carry out work, which increases the risk of fire, then fire extinguishers may be required local to the site. A hot work permit will be required in high-risk areas. The contractor doing the work should ensure all loose flammable material is moved away from the area and have their own fire extinguisher close-by and available for immediate use should the need arise.

8.2 Emergency Procedures

All employees and associates will be advised of these procedures via the project safety plan or office induction.

8.3 Office – fire equipment

An appropriate number of fire extinguishers together with fire alarm system will be provided in the office area. Notices will be posted stating the evacuation procedures together with the name of the fire warden.

Management will ensure appropriate maintenance contracts are in place for the maintenance, testing and inspection for the various fire systems and fire extinguishers. They will also ensure fire/evacuation drills are carried out and any necessary records updated.

9. Risk/COSHH Assessment

All regulations and industry best practice will be referred to support the risk assessment process. It is intended that within the scope of these assessment all areas detailed within current health and safety management legislation will be covered.

Under the Management of Health and Safety at Work Regulations, companies are required to carry out risk assessments of the work being undertaken to identify the principal risks to their employees, other work people and visitors or members of the public. Within the scope of this will be COSHH, Manual handling, Noise and DSE which are covered by specific legislation.

As a result of this assessment, the risks can be categorised and the precautions that must be taken to control and minimise the risks can be evaluated. For high-risk situations, detailed written instructions will be required.

10. Law relating to this policy

Leading statutory authority:

- Health and Safety at Work Act 1974
- Employment Act 1989
- Deregulation Act 2015
- Employers' Health and Safety Policy Statements (Exception) Regulations 1975 (SI 1975/1584)

Under s.2(3) of the Health and Safety at Work Act 1974, employers have a duty to prepare and revise as appropriate a written statement of their general policy with respect to the health and safety at work of their employees and the organisation and arrangements in force for carrying out that policy. They must bring the statement and any revision to it to the notice of all their employees.

Under the Employers' Health and Safety Policy Statements (Exception) Regulations 1975, employers with fewer than five employees are exempted from this requirement.

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