

HEALTH AND SAFETY POLICY

HEALTH AND SAFETY AT WORK ETC ACT 1974

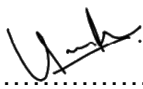
Company Name: Translate Plus Limited
Address: Television Centre, 101 Wood Lane
W12 7FR

General Policy Statement

Our policy is to provide and maintain working conditions, equipment and systems of work, which are safe and healthy for all our employees, and to provide information, training and supervision sufficient to maintain safety. We also accept our responsibility for health and safety of persons other than employees who may be affected by our activities.

The arrangements for implementing this policy and the particular duties of persons for safety matters are specified within the policy.

Our policy will be revised in the light of changes in circumstances of our business or amendments in the law. The effectiveness of this policy will be periodically reviewed and updated.

Signed: 

Managing Partner: Umer Nizam

Date: 15 May 2023

Organisation

1. Overall and final responsibility for health and safety in the organisation is that of:
Umer Nizam – Managing Partner.
2. Day-to-day responsibility for ensuring the implementation of this policy is that of:

HR & Administration officer: London Office
HR & training manager: London office
Head of HR: Sofia office
HR Administration officer: Sofia office
3. To ensure health and safety standards are maintained/ improved, the following people have responsibility in the following areas:

Name Area

HR & Administration officer: London office
.....
HR & training manager: London office
.....
Head of HR: Sofia office
.....
HR Administration officer: Sofia office
.....
4. All employees must:
 - ☐ Co-operate with supervisors and managers on health and safety matters
 - ☐ Not interfere with anything provided in the interest of health and safety
 - ☐ Take care of their own health and safety and that other persons who could be affected by their actions
 - ☐ Report all health and safety concerns to an appropriate person
 - ☐ Not enter restricted areas or use equipment for which suitable and adequate training has not been received
5. The responsibility for consulting with employees on matters of health and safety is with:

HR & Training Manager
Head of HR
HR & Administration officer
HR Administration officer
6. The staff representative is the HR & Training Manager

Arrangements

Information, Instruction, Training and Supervision

- ☐ The Health and Safety law poster is displayed by the entrance door to each office
- ☐ Health and Safety advice is available from:

HR & Training Manager
HR & Administration officer
HR Administration officer
Head of HR

- ❑ Supervision of young workers/trainees will be arranged/undertaken/monitored by

HR & Training Manager
HR & Administration officer:
HR Administration officer
Head of HR

- ❑ When working at locations that are under the control of others, health and safety information will be provided by on-site representatives

Competency for Tasks and Training

- ❑ Induction training will be provided for all employees by
HR & Training manager and/or HR & Administration officer and/or Office manager or a trained person in the HR & Training department

- ❑ Specific jobs requiring special training are

Job Trainer

All roles are appropriate based on relevant experience

- ❑ Training records are kept at/by
At the head office by, HR & Training Manager or a trained person in the HR & Training department

- ❑ Training will be identified, arranged and monitored by HR & Training Manager and the line managers

Accidents, First-Aid and Work-Related Ill Health

The appointed person(s)/first-aider(s) are:

Name Area:

HR & Training Manager: London office

Head of HR: Sofia Office

HR & Administration officer: London Office

HR Administration officer: Sofia Office

- ❑ All accidents and cases of work-related ill health are to be recorded in the accident book. The accident book is kept by/at the HR & Administration officer at the head office in London
- ❑ The person responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority/ Incident Contact Centre is the HR & Administration officer
- ❑ All accidents will be investigated by the HR & Administration officer
- ❑ All cases of work related sickness, absence will be investigated by Line Managers

Safe Plant and Equipment

- ☐ All equipment requiring routine maintenance will be identified and effective maintenance procedures drawn up and implemented by the HR & Administration officer, internal IT team and Re:sources
- ☐ Any faults or concerns regarding equipment should be reported to the HR & Administration officer, internal IT team and Re:sources
- ☐ New equipment will be checked to ensure that it meets health and safety requirements before it is purchased by the HR & Administration officer, internal IT team and Re:sources

Control of Substances Hazardous to Health (COSHH)

- ☐ All substances requiring a COSHH assessment will be identified by
NA
- ☐ COSHH assessments will be carried out, monitored and reviewed by
NA
- ☐ All actions identified as necessary in the assessments will be implemented and monitored by
NA
- ☐ All employees will be informed and trained about relevant use of hazardous substances by
NA
- ☐ Where necessary Health surveillance will be arranged by
NA
- ☐ Health surveillance records will be kept by/at
NA

Risk Assessments

- ☐ Risk assessments for existing and new activities will be undertaken by the HR & Administration officer
- ☐ The findings of the risk assessments will be reported to Managers
- ☐ Responsibility for ensuring the action required in the risk assessments is implemented lies with Managers
- ☐ Assessments will be monitored and periodically reviewed by HR & Administration officer

Consultation

- ☐ Regular health and safety meetings to be arranged by employer's representative and/ or staff representative

- ❑ Records of meetings to be kept by the HR & Training Manager

Emergency Procedures - Fire and Evaluation

- ❑ Information and training in emergency procedures, fire and evacuation to be provided by
HR & Administration officer
HR Administration officer
Training Officer
- ❑ Records of training to be kept by
Training Officer and Managers
- ❑ Escape routes are checked by
HR & Administration officer
HR Administration officer
Senior Training Officer
- ❑ Fire extinguishers are maintained and checked by/every
HR & Administration officer/ year
HR Administration officer / year
- ❑ The fire alarm is a continuous sound
- ❑ Alarms are tested by the
Property Management company
- ❑ Emergency evacuation will be periodically tested, monitored and reviewed by
Property Management company