**Health & Safety Policy**



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Table of Contents

* [Organisation](https://asandkcommunications.sharepoint.com/sites/SOPCentral/SitePages/Policies-Template(2).aspx#organisation)
* [Training](https://asandkcommunications.sharepoint.com/sites/SOPCentral/SitePages/Policies-Template(2).aspx#training)
* [Employees at special risk](https://asandkcommunications.sharepoint.com/sites/SOPCentral/SitePages/Policies-Template(2).aspx#employees-at-special-risk)
* [First Aid and reporting accidents at work](https://asandkcommunications.sharepoint.com/sites/SOPCentral/SitePages/Policies-Template(2).aspx#first-aid-and-reporting-accidents-at-work)
* [Fire](https://asandkcommunications.sharepoint.com/sites/SOPCentral/SitePages/Policies-Template(2).aspx#fire)
* [Company Safety Rules](https://asandkcommunications.sharepoint.com/sites/SOPCentral/SitePages/Policies-Template(2).aspx#company-safety-rules)
  + [General](https://asandkcommunications.sharepoint.com/sites/SOPCentral/SitePages/Policies-Template(2).aspx#general)
  + [Access](https://asandkcommunications.sharepoint.com/sites/SOPCentral/SitePages/Policies-Template(2).aspx#access)
  + [Tools and Equipment](https://asandkcommunications.sharepoint.com/sites/SOPCentral/SitePages/Policies-Template(2).aspx#tools-and-equipment)
  + [Manual Handling](https://asandkcommunications.sharepoint.com/sites/SOPCentral/SitePages/Policies-Template(2).aspx#manual-handling)

Scientific Group refers to all associated companies and subsidiaries and will be referred to as the Company herein.

The Company is committed to ensuring the health, safety and welfare of its employees, and it will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on health and safety. It is the responsibility of each employee to familiarise themselves and comply with the Company’s procedures and systems on health and safety, including fire evacuation policy.

While the Company will take all reasonable steps to ensure the health and safety of its employees, health and safety at work is also the responsibility of the employees themselves. It is the duty of each employee to take reasonable care of their own and other people’s health, safety and welfare and to report any situation which may pose a serious or imminent threat to the wellbeing of themselves or of any other person. If an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job or use specific equipment, then it is the employee’s duty to report this and ask for help, as soon as possible to their line manager.

Disciplinary action under the Company’s disciplinary procedure may be taken against any employee who violates health and safety rules and procedures or who fails to perform their duties under health and safety legislation. Depending on the seriousness of the offence, it may amount to potential gross misconduct rendering the employee liable to summary dismissal.

The Company will provide and maintain a healthy and safe working environment with the objective of minimising the risk of instances of occupational accidents and illnesses. The Company will pay particular attention to:

* maintaining the workplace in a safe condition and providing adequate facilities and arrangements for welfare at work
* providing a safe means of access to and from the workplace
* the provision and maintenance of equipment and systems of work that are safe
* arrangements for ensuring safety to health in connection with the use, handling, storage and transport of articles and substances
* the provision of such information, instructions, training and supervision as is necessary to ensure the health and safety at work of its employees and other persons.

The Company also recognises its duty to protect the health and safety of all visitors to their premises, including contractors and temporary workers, as well as any members of the public who might be affected by their work operations.

**Organisation**

The Directors of the Company have overall responsibility for health and safety.  The Office Administrator and People & Culture Director have responsibility for overseeing, implementing and monitoring health and safety procedures and for reporting back to the Directors on health and safety matters. They will also manage regular inspections of the workplace, maintain safety records and investigate and report on accidents at work.

In addition, a number of employees have been trained as First Aiders, Mental Health First Aid Champions and Fire Wardens. Further details can be obtained from the People & Culture Director or posters in the kitchen.

**Training**

Safety training is an integral part of an effective health and safety programme. It is essential that every employee is trained to perform their job safely. All employees will be trained in safe working practices and procedures. Training will include instruction on the safe use of any equipment provided.

**Employees at special risk**

The Company recognises that some workers may from time to time be at increased risk of injury or ill-health resulting from work activities.  Therefore the Company requires that all employees advise the HR Director if they become aware of any change in their personal circumstances which could result in their being at increased risk. This could include medical conditions, permanent or temporary disability, taking medication and pregnancy.

**First Aid and reporting accidents at work**

First aid boxes are located at strategic points around the workplace, including the kitchen. All employees will be shown the location of the nearest first aid box and will be given the names of the designated first aid personnel.

All injuries, however small, sustained by a person at work must be reported to the First Aider and recorded on the correct accident forms. Accident records are crucial to the effective monitoring of health and safety procedures and must therefore be accurate and comprehensive. The People & Culture Director will inspect them on a regular basis and all accidents will be investigated and a report prepared, with any necessary action being taken to prevent a recurrence of the problem.

**Fire**

Fire is a significant risk within the workplace. All employees have a duty to conduct their operations in such a way as to minimise the risk of fire and they are under a duty to report immediately any fire, smoke or potential fire hazards, such as faulty electric cable or loose connections. Employees should never attempt to repair or interfere with electrical equipment or wiring themselves. The Company is responsible for the maintenance and testing of fire alarms and fire fighting, prevention and detection equipment.

Smoke detectors and fire alarms are located at strategic points throughout the workplace. If a smoke detector sounds or fire is discovered, it is the responsibility of any employee present to activate the alarm, the Fire Wardens will then evacuate the building. Fire extinguishers are also located at strategic points throughout the workplace.  If the situation is dangerous or potentially dangerous, the employee should activate the fire alarm and evacuate the building immediately, adhering to the Company fire evacuation plan.

Fire doors designed to slow the spread of fire and smoke throughout the workplace have been installed at strategic points. Fire doors must never be blocked or wedged open. Fire exits are also located at strategic points throughout the workplace. Fire exit doors and corridors must never be locked, blocked or used as storage space. All employees must ensure they are familiar with their evacuation route and designated assembly point in case of fire. Practice fire drills will be conducted on a regular basis to ensure employee familiarity with emergency evacuation procedures.

Emergency lighting has been installed in exit corridors and above emergency exit doors in case of power failure.

**Company Safety Rules**

**General**

All employees should be aware of and adhere to the rules and procedures on health and safety which are:

* all employees must immediately report any unsafe working practices or conditions to their line manager. Horseplay, practical joking, running in the workplace, misuse of equipment or any other acts which might jeopardise the health and safety of any other person are forbidden
* employees must not adjust, move or otherwise tamper with any electrical equipment or machinery in a manner not within the scope of their job duties
* all waste materials must be disposed of carefully in the receptacles provided and in such a way that they do not constitute a hazard to other workers
* no employee should undertake a job which appears to be unsafe
* no employee should undertake a job until they have received adequate safety instruction and they are authorised to carry out the task
* all injuries must be reported to the People & Culture Director
* work should be well-planned to avoid injuries in the handling of heavy materials and while using equipment
* employees should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and must immediately report any defects to their line manager or to the Office Manager
* work stations and work sites must be kept clean and tidy and any spillage must be cleaned up immediately
* employees should use handrails when going up and down stairs, should never read while walking, must close filing cabinet drawers when not in use and must keep all floor areas free of obstruction.

**Access**

* walkways and passageways must be kept clear and free from obstructions at all times
* if a walkway or passageway becomes wet it should be clearly marked with warning signs (kept in the cleaners area on the ground floor) and any liquid spilt on the floor should be wiped up immediately
* trailing cables should not be left in any passageway
* where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway
* where a passageway is being used by vehicles or other moving machinery, an alternative route should be used by pedestrians where possible. If no alternative route is available, the area must be clearly marked with warning signs.

**Tools and Equipment**

* company machinery, tools and equipment are only to be used by qualified and authorised personnel
* it is the responsibility of all employees to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment which is defective must be reported to their line manager
* all tools must be properly and safely stored when not in use
* no tool should be used without the manufacturer’s recommended shields, guards or attachments
* approved personal protective equipment must be properly used where appropriate
* persons using machine tools must not wear clothing, jewellery or long hair in such a way as might pose a risk to their own or anyone else’s safety
* employees are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.

**Manual Handling**

* when lifting or moving a load with sharp or splintered edges, gloves must be worn (kept in the kitchen)
* the route over which the load is to be lifted should be inspected to ensure it is free of obstructions
* employees should not attempt to lift or move a load which is too heavy to manage comfortably. Employees should ask for assistance if there is any danger of strain
* when lifting an object off the ground, employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back
* employees should not attempt to obtain items from shelves which are beyond their reach. Steps or stepping stools should be used. Employees should not use chairs or any makeshift device for climbing and should never climb up the shelves themselves (i.e. monkey climbing).

The Company reserves the right to withdraw or modify any or all of the terms of the enclosed Health and Safety Policies and Procedures at its absolute discretion.  Any change will be notified to all Employees and will affect both existing and new employees.