

## Staff Handbook

### Health & Safety Policy and Responsibilities

#### Health and Safety Policy Statement

The Thomas Saunders Partnership Limited recognises its duty under Section 2(3) of the Health and Safety at Work etc Act 1974 to fulfil its obligations to its employees and members of the public who may be affected by its work activities by preparing and reviewing a Health and Safety Policy. The Thomas Saunders Partnership Limited aims to achieve a working environment which is free of work-related accidents and ill-health. The Thomas Saunders Partnership Limited undertakes to fulfil its statutory duties and will:-

- Establish and implement a Health and Safety Management system to manage the risks associated with its workplaces and activities.
- Allocate duties for the responsibilities of health and safety and make sure these are understood, fulfilled and monitored.
- Appoint a competent person or independent Health and Safety Advisors to advise and support The Thomas Saunders Partnership Limited and make sure we are aware of changes in legislation and good practice relevant to our business.
- Carry out risk assessments to assess the risks related to the hazards in our workplaces and take action to reduce these risks, to prevent accidents and protect employees and others. These risk assessments will be reviewed regularly or when anything changes in the workplace.
- Consult with employees on health and safety and involve them in discussions about the risks and hazards connected to their duties.
- Provide clear information, instructions and training to make sure all employees are competent to carry out their duties.
- Make sure that emergency procedures are in place for evacuation in case of fire or other incident, and that employees and visitors are informed of these.
- Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe use and storage of hazardous substances.
- Provide suitable first aid facilities to afford help to any employee, visitor or member of the public who may have an accident or be taken ill at work or as a result of our activities.
- Provide sufficient funds and resources to meet the requirements of the current Health and Safety legislation.
- It is the duty of each employee to take reasonable care of their own and other people's welfare and report any situation which may pose a threat to the well-being of any other persons.

This Policy will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur. The Policy will be updated at least every 12 months. The specific arrangements for the implementation of the Policy and the personnel responsible are details in this policy document.

**Signed:**  **Date:** 01 May 2018

## **Health and Safety Organisational Responsibilities**

### **Managing Director**

The Managing Director has overall responsibility for health and safety and in particular for:

- ensuring that adequate resources are available to implement the health and safety policy;
- monitoring the effectiveness of the health and safety policy through board level reports;
- reviewing and signing off the policy annually;
- ensuring health and safety and CDM performance is regularly reviewed by senior management;
- provision of board level reports;
- reviewing and preparing the policy for sign off;
- ensuring the appropriate levels of insurance are in place with the company insurer;
- providing direction with the Company's Health and Safety strategy
- the management of CDM throughout the practice

### **Operations Manager (Health and Safety Co-ordinator)**

The Operations Manager (Health and Safety Co-ordinator) is responsible for:

- supporting the Managing Director in the development and implementation of an effective health and safety strategy;
- assisting in regular reviews of the Company's health and safety strategy;
- ensuring that there is an effective health and safety policy and that it is reviewed on a regular basis to ensure that it remains suitable for the needs of the business;
- determining health and safety objectives and assigning clear responsibilities for meeting them;
- allocating resources to implement the health and safety policy, achieve health and safety objectives, avoid personal injury and property damage so far as is reasonably practicable through a structured risk assessment programme;
- ensuring that health and safety responsibilities are clearly communicated to employees;
- assisting in the establishment of a system of monitoring and performance measurement that ensures effective implementation and working of the Company's health and safety policy and strategy.
- supporting the implementation of the Company's health and safety policy;

- co-operating at all times with management in the implementation of and adherence to health and safety policy and procedures;
- co-operating with the development and implementation of the long-term safety plan by highlighting priorities and developing local plans to improve safety performance;
- ensuring that all members of their team are aware of their responsibilities and have received appropriate training;
- setting a good example on health and safety matters;
- initiating the annual policy review;
- ensuring risk assessments are carried out, approved, implemented and communicated as required for all activities;
- ensuring that a process is in place for hiring all freelancers, companies and third-party companies that encompasses a full Health and Safety competency check at least every 12 months or prior to first use;
- ensuring that employees are adequately trained for the tasks they perform;
- co-operating at all times with management in the implementation of and adherence to health and safety policy and procedures;
- assisting with investigating and where necessary, taking action in respect of any health and safety issue highlighted by employees;
- assisting with investigating all accidents that occur in their areas of responsibility;
- ensuring that safe systems of work are implemented;
- ensuring work equipment, plant and facilities are fit for purpose and suitably maintained;
- assisting with the enforcement of personal protective equipment requirements;
- monitoring premises and work equipment, reporting faults where necessary;
- identifying and reporting health and safety related problems and issues;
- participating in the risk assessment programme;
- managing the training programme;
- recording any hazardous substances and materials and passing on the recordings to the Safety Manager for assessment;
- conducting display screen assessments for new employees or whenever there has been a significant change in the workstation;

- completing the Induction Checklist for new starters and long-term temporary employees;
- co-ordinating the health and safety inspection programme;
- ensuring that any actions arising from the health and safety audits are addressed

### **Employees**

Employees have responsibilities in respect of health and safety. In particular they will:

- co-operate at all times with management in the implementation of and adherence to health and safety policy and procedures;
- take reasonable care for their own safety and for the safety of others who may foreseeably be affected by their actions at work;
- not intentionally or recklessly interfere with or misuse anything provided for the purpose of health and safety at work;
- report all health and safety concerns to line managers;
- assist with the completion of the risk assessment programme

### **Designated Competent Person(s)**

RHSS Limited

RHSS act as the primary source of health and safety advice for The Thomas Saunders Partnership Limited. These responsibilities could specifically include as per contract terms:

- co-ordinating the Company's risk assessment programme;
- administering the accident investigation and reporting procedure;
- liaising with the Health and Safety Executive (HSE), the Company's insurers and other external bodies;
- submitting reports as required by Reporting of Injuries, Diseases and Dangerous Occurrences Regulations;
- identifying health and safety training needs;
- providing or sourcing health and safety training;
- identifying the implications of changes in legislation or HSE guidance;
- training fire wardens and first aiders on request;
- keeping and maintaining the Health and Safety Policy Manual and updating with any new procedures when given

### **Health and Safety Committee**

The Health and Safety Committee will provide an opportunity for representatives to confer with senior management on health and safety issues. Typically, the topics covered by the Committee are to:

- identify and prioritise safety issues;
- identify training requirements for employees;
- review safety records including accidents and incidents;
- agree changes in working practices, if required;
- review the implications of any changes in Health and Safety Legislation.

Committee representatives are selected from a wide cross-section of The Thomas Saunders Partnership Limited operations and therefore have a wide practical knowledge of the processes and activities undertaken within the Company.

#### **Fire Wardens**

Fire wardens will:

- participate in all required fire warden training;
- know who works in their allotted area;
- ensure that all employees in their area are familiar with their assembly points, and nearest escape routes;
- report any defects in relation to fire provisions

#### **First Aiders**

All first aiders must have the necessary training and qualifications, as evidenced by a current first aid certificate.

It is the responsibility of all first aiders to maintain a valid certificate of competence and to advise their manager when it is due to expire. The first aider will also keep a record of training and qualifications. The list of first aiders and their locations are displayed on notice boards.

All information of a personal nature obtained in the course of first aid duties will be treated as confidential.

First aiders will:

- act in accordance with their training at all times;
- summon further medical help where necessary;
- look after the casualty until recovery has taken place or further medical assistance has arrived

- ensure their own safety at all times;
- record all treatments for which they are responsible, with specific details of the injury or other reason for treatment;
- ensure that the first aid box for which they are responsible, at the first aid point at which their name is affixed, is appropriately stocked and maintained in a clean, tidy condition, obtaining replacement items as necessary;
- keep their manager informed of annual leave dates, wherever possible;
- confirm to HR Support monthly injury accident figures

Appointed persons are responsible for:

- taking charge when a person has been injured or falls ill (in the absence of a first-aider);
- calling an ambulance where necessary;
- looking after the first aid equipment and ensuring that containers are re-stocked when necessary

**Health & Safety Management Structure**

Day to Day and final responsibility for Health & Safety is that of:

Bill Ryan Managing Director
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To ensure that Health & Safety standards are maintained and improved, the following people have responsibilities in the following areas.

First Aiders	Amy Jacobs	Responsible for First Aid
Fire Marshalls	Ian George	Responsible for Fire Marshalling
CDM Management	Ian Miller	Responsible for all QA and Risk issues and all CDM updates

**Health & Safety Responsibility Chart**

