

Bowen Craggs

Health & Safety Policy

Revision History

The below table provides the revision history for this document. Each revision has an associated date, issue number, and description of the changes and/or content. The document revisions appear in descending order, with the most-recent iteration appearing first in the table.

Date	Version	Description	Author
12/06/2024	1.0	Initial policy creation	K Le Marquand

Document Approval

Document Name	Health & Safety Policy	
Publication Date	19/06/2024	
Approval (Name & Organisation)	Name: Scott Payton Chief Executive Officer	Sign:

Introduction

At Bowen Craggs, we are committed to ensuring the safety and well-being of all of our employees, contractors, clients and any third parties by providing safe and healthy work environments, implementing emergency procedures and reducing any risks to health and well-being.

This policy has been drawn up in line with the HASAWA 1974. The Act requires that workplaces provide:

- Adequate training of staff to ensure health and safety procedures are understood and adhered to
- Adequate welfare provisions for staff at work
- A safe working environment that is properly maintained and where operations within it are conducted safely
- Suitable provision of relevant information, instruction and supervision

About this policy

Our health and safety policy is to, so far as is reasonably practicable:

- Prevent accidents and cases of work-related ill-health.
- Manage health and safety risks in our workplace.
- Provide such information, instruction, training and supervision necessary to ensure that our employees are competent to undertake their work.
- Consult with our employees on matters of health and safety.
- Encourage all employees to engage in maintaining safe working practices.
- Provide and maintain safe work equipment.
- Maintain safe and healthy working conditions.
- Implement all necessary emergency procedures, including evacuation procedures in the event of fire or other significant incident.
- Ensure that adequate provision is made for welfare facilities and that adequate first aid provisions are made.
- Review this policy annually and revise whenever there is a change in circumstances, in work practices or the introduction of new legislation affecting the policy, so as to ensure that these standards of health and safety are maintained.

Overall responsibility for health and safety: Scott Payton, Chief Executive Officer

Day-to-day responsibility for ensuring that this policy is put into practice: Denise McGrath, Head of Finance & Administration

Additionally, all employees must:

- co-operate with supervisors and managers on health and safety matters;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed above).

Arrangements for Health and Safety

Risk Assessment

- Appropriate risk assessments will be completed, kept under review and their findings implemented.

Communication of policy

- A copy of this policy is available in Teams > People & Culture > Employee handbook and HR policies > Files

Training of employees

- Training shall be provided on induction. Refresher training shall be repeated periodically.
- Records of all training shall be kept.

Consultation with employees

- Consultation with staff on health and safety matters will take place routinely as they arise.

Fire Safety

- A fire risk assessment has been carried out for the site by the building management company Workspace.

Evacuation & Emergency Procedures.

- In the event of an emergency, the fire alarm will sound and a designated person will ensure the evacuation of all persons present on site to their assembly point, contact the emergency services when required and ensure compliance with any relevant emergency procedure.
- Staff shall be informed of the emergency procedures on induction and reminded each year. The emergency evacuation procedure will be rehearsed at least once each year.

Accident and investigation Procedures

- Where there is an accident or incident at work, an accident or incident report must be completed. Any accident at work or in connection with work (whether involving an employee, visitor or other person), must be reported immediately to the appropriate person who shall arrange for the accident to be investigated and an accident report prepared, recommending means of preventing re-occurrence where appropriate.
- Where the accident or incident is of a type that needs to be reported under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) this should be done within the required time-frame (<7 days).

Work equipment selection and maintenance

All work equipment provided by the employer for use at work shall be:

- suitable for the intended use;
- safe for use, maintained in a safe condition and, in certain circumstances,
- regularly inspected;
- used only by people who have received adequate information, instruction and training; and
- accompanied by suitable safety measures, e.g. protective devices, markings,

warnings.

All equipment used must be maintained in a safe condition and in good repair. Where necessary, equipment shall be inspected to ensure that it is safe for use without risk of injury or damage and appropriate records shall be kept up to date. The use of any equipment that is not owned by the employer must be authorised in advance.

Manual handling assessment and policy

- Manual handling instructions must be followed in accordance with our manual handling procedure and training when carrying any load.

Public safety assessment and procedures

- All visitors shall be given safety information as may be necessary.

Display Screen Equipment (DSE) assessment / provision

- The workstation of anyone who uses display screen equipment for a significant amount of time (two or more hours per day) will be assessed (and where necessary adapted) to ensure that its design and layout will avoid visual fatigue and back, shoulder, neck, arms, legs and wrist aches.
- Periodic breaks from using the equipment are encouraged.
- Bowen Craggs will cover the cost (with reimbursement of cost on production of receipt) for an annual eye test by an optician. If special corrective appliances for display screen work only are required and a normal appliance cannot be used, the employer will bear the cost of a basic appliance (e.g. the least expensive frame and basic lenses).
- Where necessary, training on the safe use of display screen equipment shall be made available.

Welfare provisions

- Adequate provision will be made for welfare facilities at all sites.
- Staff members trained as Mental First Aiders will be available during working hours for face to face or remote assistance.

First aid provisions

- An adequately stocked first aid box will be kept on site. All First Aiders shall receive first aid training, attend refresher courses, pass all the necessary qualifications and hold a current First Aid at Work certificate.