

# Health & Safety Policy

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APT is a Quality Assured Firm, ISO Certificate Number 10039.

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Originator:	Andrew Clementson	Director of Operations	November 2018
Approved:	Charles Jamieson	Managing Director	November 2018

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## 1. Overview

This policy document applies to your employment at APT Transtelex Ltd and all other organisation sites that you may be asked to work at from time to time.

## 2. Objectives

The organisation will ensure that management and staff are aware of and accept their individual and collective responsibilities in the care of health and safety of themselves and others.

All members of management and staff are expected to co-operate in the carrying out of this policy and the organisation will encourage full participation of all employees in matters concerning health and safety within the organisation.

It is the organisation's intention to provide and maintain a healthy and safe working environment for all its employees and for others who work or visit the organisation's premises, or work representing the company in any other location. In addition, it ensures that all that is reasonable and practicable is done to prevent personal injury and to comply with the duties laid upon the organisation as employer under the Health and Safety at Work etc. Act 1974 and any accompanying regulations.

The organisation also recognises the right of non-smokers to breathe smoke-free air and is conscious of its responsibilities to provide a clean healthy and safe working environment.

Person responsible	Position in company	Signature	Date
Andrew Clementson	Director of Operations	.....	14/11/2018
Review Date:	November 2018		

## 3. Responsibility for Health and Safety Matters

The overall responsibility for the implementation of this policy of health and safety matters rests with Charles Jamieson, the Managing Director, who will be required to do all that is reasonably practical to meet the health and safety standards laid down in this policy and in legislation and to implement and carry out the policy and its aims set out in this document under the guidance of senior management.

Anna Pechon is designated as the Health and Safety Officer and will identify any necessary preventative and protective measures and prioritise the actions necessary to comply with the relevant legislation and ensure that all staff are aware of the procedures relating to accident or sickness.

The additional responsibilities of Anna Pechon shall include:

- Updating the Health and Safety Rules for the Staff Manual.
- Ensuring that all new members of staff are aware of this policy and any rules.
- The systematic assessment of all risks to staff, visitors and others using the organisation's premises.
- Provide training and re-training where necessary for staff.
- Investigate all accidents.
- Advise managers on safety policies.
- Oversee safety inspections and ensure the organisation's premises comply with the minimum requirements.
- Co-operate with the local Fire Authority and take adequate steps for fire prevention.

- Ensure all staff are made aware of the Safety Regulations in the event of a fire.
- Appoint Fire Officers and ensure all staff are aware of who they are.
- Ensure there are regular drills and that alarm systems are checked on a regular basis.
- Provide a First Aid box and ensure it is adequately stocked at all times.
- Ensure that all staff are made aware of who the Appointed Person(s) for First Aid issues are.
- Maintain records of accidents in the Accident Book.
- Carry out reporting procedures relating to Health and Safety as required by Statute and the Health and Safety Executive and other authorities.
- Implement and enforce the organisation's no smoking policy or designate "smoke-free" areas.

## 4. The Responsibility and Role of Management

All managers are expected to ensure the implementation of the Company's Health and Safety Policy, safety codes and procedures in areas under their control.

- To ensure that appropriate risk assessments are carried out and safe systems of work are drawn up and implemented for areas and activities under their control.
- To ensure that the emergency plans for their areas of responsibility are prepared and kept up-to-date.
- To seek advice and assistance on health and safety from the Health and Safety Officer.
- To use their best endeavours to achieve the annual health and safety targets, and to improve health and safety performance in areas under their control.
- To carry out formal periodic safety inspections of areas under their control and report to the Health and Safety Officer, as appropriate.
- To promote safe working practices actively by means of campaigns and initiatives to promote a positive attitude to safety.
- To ensure that immediate reports are made in accordance with the Health and Safety Reporting Procedures in relation to areas under their control.
- To ensure that accidents and dangerous occurrences in their areas of control are properly investigated and resulting actions or lessons learned are properly acted upon.
- To ensure that remedial actions arising from safety inspections, audits, walkabouts, or following accidents/incidents, are completed within an agreed timescale in areas under their control.

## 5. The Responsibility and Role of Employees

Whilst the duty to ensure compliance with Health and Safety matters remains with Charles Jamieson, management and staff are expected to take care of the health and safety of their fellow employees and visitors under their immediate supervision. All members of staff are expected to observe all hazards and all accidents involving injury which should be reported immediately to their manager/supervisor or Karin Den Hartog.

Every member of staff must acquaint themselves with the rules governing health and safety within the organisation and in addition ensure the following:

- Report any faulty or hazardous fixtures, fittings, furniture or equipment.
- Do not attempt to repair faulty electrical equipment.
- Switch off electrical equipment before leaving the building.
- Report all accidents involving injury to their manager, supervisor or Karin Den Hartog.
- Keep all emergency exits, stairs and corridors free of obstructions.
- Observe all rules and procedures relating to evacuation of premises during an emergency.

- Ensure the kitchen areas and washrooms are kept clean and tidy.

## 6. Details of Arrangements

### First Aid

In the event of an accident, all employees are to follow the procedures set out below:

- Take any action needed to deal with immediate risks (e.g. extinguish fire, isolate danger).
- Treat injury as appropriate and contact the first aid controller for your work area.
- Each office/work area has a first aid box provided, each employee is to be informed of its location.
- Karin Den Hartog is to be informed of the accident, to enable appropriate recording and reporting to take place.

Location	First Aid Controller
APT Putney	Karin Den Hartog

### Accident recording and reporting

All accidents are to be recorded in the Accident Book. The following information should be included in Accident Book entries:

- Date, time and place of accident.
- Name and duties of injured or ill person.
- Details of the injury/illness and the treatment given.
- What happened to the person immediately afterwards (e.g.: went home, went back to work, went to hospital).
- Name and signature of the person providing the treatment.

Some accidents must be reported under the RIDDOR Regulations Act 1995, for guidance refer to the HSE publication 'HSE31 - RIDDOR Explained - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations')

### Fire Safety / Emergency Evacuation

In the event of an emergency, all employees are to follow the procedures set out below:

- On the sounding of a fire alarm or other appropriate warning, leave the building immediately by way of the designated access doors.
- Do not risk your personal safety in recovering any personal items or belongings.
- Meet at the designated meeting point for your building or department.
- Stay together and seek out the most senior member of the group to give further instructions.
- Do not re-enter the building until the alarm or warning has ceased and you have been advised that it is safe to return.
- Detailed procedure to be followed is given on 'Fire Action' notice, location of which has been advised to all employees.

## Electrical Safety

- Switch off electrical equipment before leaving the building.
- All Portable Appliances are to be visually inspected at 3 yearly intervals, and safety tested at 5 yearly intervals.
- User checks are to be performed at regular intervals. Report any faulty or hazardous equipment. Do not attempt to repair faulty electrical equipment, seek expert advice.
- For guidance on Portable Appliances, refer to 'Maintaining portable electrical equipment in offices and other low-risk environments' - INDG236

## Housekeeping

- Keep all emergency exits, stairs and corridors free of obstructions.
- Keep all work areas clean and tidy, and free from trip or fall hazards.
- Ensure the kitchen areas and washrooms are kept clean and tidy.

## Stress in the workplace

- All managers should monitor the stress levels in the workplace and take appropriate action as necessary (for guidance refer to the HSE publication 'INDG281 - Work-related stress, a short guide').
- Work-related stress can manifest itself as physical and emotional health problems, and as altered ways of behaving.
- All staff should advise their managers when any issues relating to stress are encountered.

## Training

- All staff should be trained to the correct level of understanding for the duties they will perform.
- All new staff are to undertake an initial induction course on commencement of employment. They are required to sign a statement (see HSP-APP001 - Induction training checklist in Appendix A) confirming that they have received said course and understand what they must do to contribute to a safe working environment.
- Training is to be given on a regular basis as and when the needs of an individual change in relation to their tasks and duties.

## Office Safety

- Managers will ensure that the offices are kept safe through good housekeeping, general tidiness and the identification of hazards and suitable risk control management. Staff within those offices have a key role to play in keeping their work places safe.

## Manual Handling

Care should be taken when performing any 'manual handling' operation, follow the 'Good handling technique for lifting poster' displayed in the Health and Safety area (included in Appendix A). For further guidance refer to the HSE publication 'INDG143 - Getting to grips with MANUAL HANDLING - A short guide'.

Manual Handling assessment		V 2.0	
Completed by:	Andrew Clementson	Date:	14/11/2018
Assessment checked by:	Charles Jamieson	Date:	14/11/2018
Corrective action taken by:	Anna Pechon	Date:	NA

Reassessment due:		Date:	July 2019
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## Protective Clothing

- The laser printers used by the company contain 'Toner', when handling this ensure that all employees use the necessary protective equipment, i.e. gloves.

## Display Screen Equipment

- All users of display screen equipment will be subject to a VDU Workstation Checklist Assessment to ensure that the workstation is correctly setup for their use.

VDU Workstation Checklists	v1.8		
Checklists completed by:	Andrew Clementson	Date:	14/112018
Assessment checked by:	Charles Jamieson	Date:	14/11/2018
Corrective action taken by:	Andrew Clementson	Date:	NA
Reassessment due:		Date:	July 2019

- It is the responsibility of a user to report any defects that arise that may impair their use of display screen equipment.
- To reduce the health implications of extended use of Display Screen Equipment, the Company is actively upgrading all monitors to the 'LCD' type rather than the 'CRT' type. This eliminates the effects of x-ray radiation, reduces eye-strain and emissions of dry heat.
- The Company will provide eye and eyesight tests on REQUEST and provide spectacles where specifically required.
- The Company provides employees with the opportunity to take regular breaks in Display Screen Equipment work (e.g.: regular change of activity, every 50 minutes or so).
- For guidance refer to the HSE publication 'INDG36 - Working with VDU's'.
- Reassessment of DSE/VDU use is performed on a 2 yearly basis, unless greater frequency is dictated by one of the following:

A major change of equipment (e.g screen or keyboard) or furniture.

A substantial increase in the amount of time required to be spent using DSE.

Relocation of a workstation/user.

Modification of major features of the working environment e.g. lighting.



# Appendix A

## Referenced documents

Document Number	Description
HSP-APP001	Induction training checklist
HSP-APP002	Good handling technique poster



## HSP-APP001 - Induction training checklist

### Induction training checklist

**Employee:**  **Instructor:**

**Date:**

Required training	Trained (Y / N)	Comments
What to do in the event of an accident / First Aid procedures		
Fire safety and emergency evacuation		
Electrical safety		
Housekeeping		
Stress in the workplace		
Office safety		
Manual handling techniques		
Use of protective clothing		
Display screen setup and use		

**Additional comments:**

### Signed (on completion):

**Employee:**  **Instructor:**

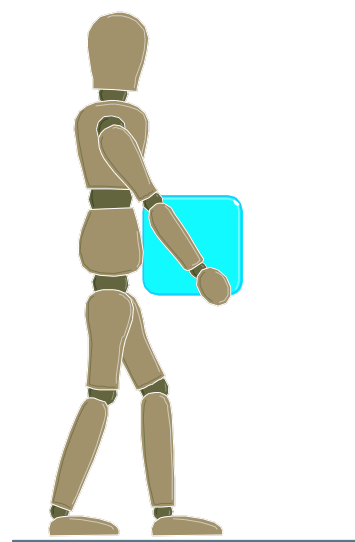
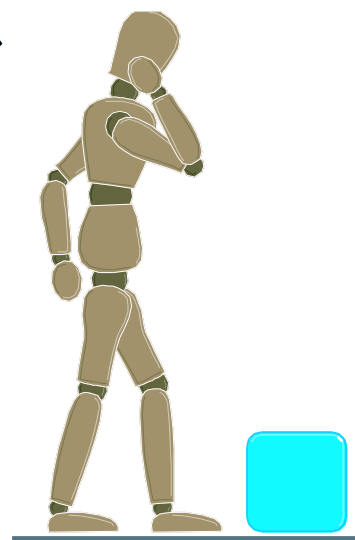
HSP-APP001

## HSP-APP002 - Good handling technique poster

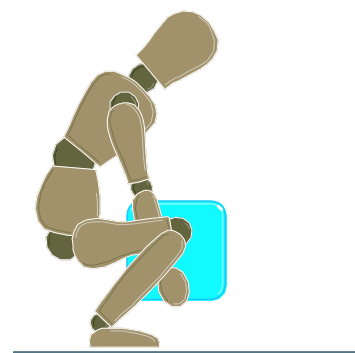
### Good handling technique for lifting

In the following section a basic lifting operation is taken as an example.

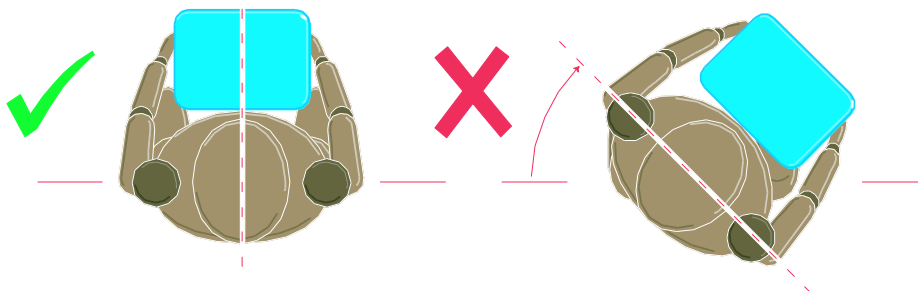
- **Think before lifting/handling.** Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip.
- **Keep the load close to the waist.** Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.
- **Adopt a stable position.** The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). The worker should be prepared to move their feet during the lift to maintain their stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.



- **Get a good hold.** Where possible the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.
- **Start in a good posture.** At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).

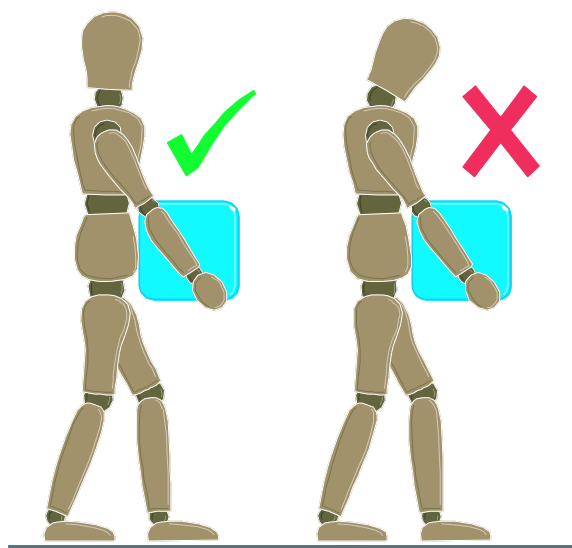


- **Don't flex the back any further while lifting.** This can happen if the legs begin to straighten before starting to raise the load.

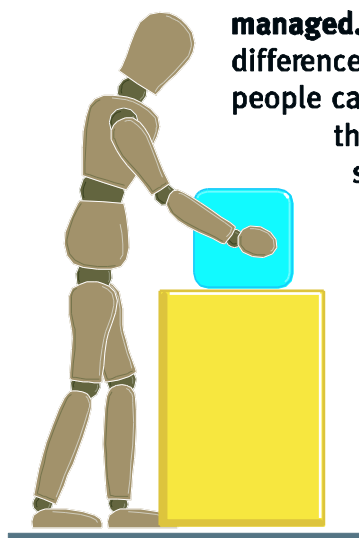


- **Avoid twisting the back or leaning sideways,** especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.

- **Keep the head up when handling.** Look ahead, not down at the load, once it has been held securely.
- **Move smoothly.** The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.



- **Don't lift or handle more than can be easily managed.** There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.



- **Put down, then adjust.** If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

HSP-APP002

# Appendix B

## Company Risk Assessment report

Document Number	Description
HSP-APP004	Company Risk Assessment report

Version:	V 2.0		
Originator:	Andrew Clementson	Date:	14/11/2018
Approved:	Charles Jamieson	Date:	14/11/2018

## Risk Assessment

Significant Hazard	People at Risk	Controls in Place	Are the Controls adequate	Further action needed
Trip Hazard	All	Cables tied up and routed to reduce the risk as far as reasonably practicable. Reduction in number of cables achieved by staged introduction of wireless network.	Yes	Ensure any further cables added are cable-tied and correctly routed.
Manual Handling (Classed as box of A4 paper - average weight 13kg)	All	Good handling technique' poster prominently displayed. Staff trained on 'how to lift'.	Yes	No
Display Screen Equipment (DSE)	DSE Users - DTP operators, project managers, translators.	Adequate lighting. Distracting noise minimised. Leg room and clearances to allow postural changes. Stable screen image, adjustable, readable and glare/reflection free. Keyboard - usable, adjustable, legible Work surface - space for flexible arrangement of equipment & documents, glare free. Chair - stable and adjustable. Footrest - if user needs one. DSE Users advised of correct posture and workstation set-up. The Company will provide eye and eyesight tests on request and provide spectacles when specifically required. Regular breaks from DSE use are made available.	Yes	No
Portable appliances	All	Regular visual inspections and safety testing in accordance with the Company Safety Policy. Regular user inspection for visual damage to the outside of equipment, its cable or plug.	Yes	No
Stress	All	Managers monitor the stress levels and take the appropriate action. Staff advise their manager when any issues relating to stress are encountered.	Yes	No
Handling of Toner cartridges	All	Gloves are provided for protection when handling toner cartridges. Toner cartridges are to be disposed of in accordance with the manufacturers recommendations.	Yes	No