



# HEALTH & SAFETY POLICY

## STATEMENT OF INTENT

Intelligent Workplace Solutions Ltd (WORKPLACE) is aware of and will comply with its duty as an employer under Section 2 (1) of the Health and Safety at Work Act 1974 ("the Act") and all applicable regulations made under the act to ensure as so far is reasonably practicable the health, safety and welfare of all their employees and any other persons who may be affected by their works.

The company will take all measures within its powers to meet this responsibility and management rank this equally with their responsibilities to sales and costs.

### Our intentions are:

- To provide adequate control of the health and safety risks to all employees, visitors, contractors and any other persons who may be affected arising from our work activities.
- To consult with our employees on matters affecting their health & safety and to make them aware of their own responsibilities to their fellow workers and any other persons that may be affected by their actions by assisting management in its efforts to fulfil the policy.
- To provide and maintain safe plant and equipment.
- To ensure safe handling, transportation and use of substances.
- To provide adequate information, instruction, training and supervision for all employees.
- To prevent accidents and cases of work-related ill health in the form of safe systems of work and risk assessment of all tasks.
- To maintain safe and healthy working conditions.
- To review and revise this policy at regular intervals or when changes to working practises or changes to legislation take place and bring these changes to the attention of all employees.

*Signed for and on behalf of Intelligent Workplace Solutions Ltd.*

**Martin Wells, Chief Operating Officer**

**WORKPLACE** | *Intelligent Workplace Solutions Ltd*

1<sup>st</sup> February 2024



# HEALTH & SAFETY POLICY

## ORGANISATIONAL RESPONSIBILITIES

Overall responsibility for health and safety is that of Martin Wells, Chief Operating Officer.

### Martin Wells is supported by:

- Paul Simmonds, an external Health & Safety Advisor.
- Rebecca Meeuwissen, Process Improvement Lead
- Junabeth Espinar, Compliance & Process Analyst

## HEALTH & SAFETY ADVISORS RESPONSIBILITIES:

- Review of the policy and any other company health & safety documentation at such times where required.
- Creating awareness of the policy throughout the various areas of the company.
- Reporting & assisting the Directors with regards to accidents, near misses and dangerous occurrences.
- Measuring, monitoring and auditing the company's overall health & safety performance

## MANAGERS RESPONSIBILITIES:

- Ensuring that all duties and responsibilities for safe working practises are accepted and understood by all operatives or any other persons under their management or direction in the working environment.
- Ensuring that all aspects of risk assessments and safe systems of work are implemented and that all operatives under their management or direction understand these procedures.
- Ensuring that at all times all operatives or any other persons under their management accessing the working area are supplied with regularly maintained personal protective clothing and equipment if required.
- Ensuring that all operatives under their management or direction have been briefed on the policy and have access to all information needed and relating to their health, safety and well-being at work.
- Ensuring that all newly employed staff are fully inducted and trained in line with the *WORKPLACE* company training schedule.
- Ensuring that any accident or incident is reported in accordance with *WORKPLACE* company procedures.
- Ensuring that any further control measures which are necessary are implemented.

## SUPERVISORS RESPONSIBILITIES:

- Ensuring that all duties and responsibilities for safe working practises are accepted and understood by all operatives or any other persons working in the area they are responsible for supervising.
- Ensuring that all aspects of risk assessments and safe systems of work are implemented and that all operatives under their supervision or direction understand these procedures.
- Ensuring that at all times all operatives or any other persons accessing the working area they are responsible for are supplied with regularly maintained personal protective equipment if required.
- Ensuring that any accident or incident is reported in accordance with *WORKPLACE* company procedures to their respective line manager.
- Ensuring that any control measures advised by their line manager are implemented.

## EMPLOYEES RESPONSIBILITIES:

- All employees are expected to co-operate with the company, their supervisors and managers on all health & safety matters and assist the company by using all equipment and substances correctly in accordance with the training given.
- To report any health & safety concerns or bad practise to their immediate manager or supervisor.
- To be aware of their responsibilities under the Act towards health, safety and well-being of both themselves and to any other persons that could be directly affected by their actions.
- Ensuring that any accident or incident is reported in accordance with *WORKPLACE* company procedures to their respective line manager.
- Ensuring that any control measures advised by their line manager are implemented.



# HEALTH & SAFETY POLICY

## SUBCONTRACTOR & SUPPLIER RESPONSIBILITIES:

- All subcontractors, contractors and suppliers of both goods and services to *WORKPLACE* are to complete the *WORKPLACE* vetting process and provide full insurance certification and recognised industry specific qualifications to cover the service they are employed for.
- All subcontractors, contractors and suppliers of both goods and services to *WORKPLACE* are expected to co-operate with the company on all matters of health & safety and assist the company by adopting safe working practises at all times.
- Subcontractors, contractors and suppliers are to ensure that at all times any operative working under their management whether employed or otherwise understand and are aware of their duties and responsibilities under the ACT.
- Subcontractors, contractors and suppliers are to ensure that all operatives working under their management whether employed or otherwise have been briefed on both their own policy (if applicable) and the *WORKPLACE* policy and have access to all information needed relating to their health, safety and well-being at work.
- Subcontractors, contractors and suppliers are to ensure that all operatives working under their management whether employed or otherwise have understood all aspects of risk assessment and accepted systems of safe working practises and procedures.
- Subcontractors, contractors and suppliers are to ensure that at all times all operatives or any other persons under their management whether employed or otherwise when accessing the working area are supplied with regularly maintained personal protective clothing and equipment if required.
- Subcontractors, contractors and suppliers are to ensure that at all times all operatives or any other persons working under their management whether employed or otherwise are fully trained for the task required and are supervised by a recognised qualified supervisor.
- Subcontractors, contractors and suppliers are to ensure that any accident or incident is reported in accordance with *WORKPLACE* company procedures to the respective manager of their service.



# HEALTH & SAFETY POLICY

## ARRANGEMENTS

### HEALTH & SAFETY ADVICE:

The company, when required, employ the services of a competent contracted Health & Safety Consultant. The Consultant will provide advice the Chief Operating Officer and Line Managers on all aspects of Health & Safety.

- Paul Simmonds, external Health & Safety Advisor.

### CONSULTATION:

- The company will consult with its employees in accordance with the Health & Safety (Consultation with Employees) Regulations 1996.
- This process will be in the form of site staff meetings held on a quarterly basis when requested or by emailed request for comment on.

### PLANT, MACHINERY AND WORK EQUIPMENT:

- The company will ensure that all plant, machinery and equipment is always suitable and fit for purpose under the current regulations.
- All employees are required to visually check any equipment before it is used each time and report to their immediate Manager or Supervisor any defects.

**Responsibility for ensuring that identifying maintenance and any identified maintenance is carried out together with the checking of any new items to ensure they meet the current health & safety standards is that of:**

- Martin Wells, Chief Operating Officer

**The testing & certifying of portable electrical appliances on an annual basis is that of:**

- Approved internal member of the team with a relevant recognised qualification.

### HAZARDOUS SUBSTANCES:

- The company will monitor, assess and control health risks from exposure to hazardous substances in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002.
- These assessments will be reviewed on an annual basis or sooner if any changes to legislation require.
- We will provide chemicals wherever practicable that are low in risk, and we will provide instruction, training and will supervise on the handling and storage of these chemicals.

**Approval for the required action to remove or control risk will be given by:**

- Martin Wells, Chief Operating Officer

### MANUAL HANDLING:

- The company will in accordance with the Manual Handling Operations Regulations 1992 eliminate the need for manual handling where possible.
- Where elimination is not possible, the risks will be assessed and reduced so far as is reasonably practicable.

**Manual Handling risk assessments and approval for the required action to remove or control the risk will be:**

- Martin Wells, Chief Operating Officer

### DISPLAY SCREEN EQUIPMENT:

- The company will assess and control health risks from exposure to display screen equipment.
- Where employees are classed as long-term users, they will be entitled to free eye tests and vision control measures where these are needed in conjunction with the work they carry out.

**Display Screen Equipment risk assessments and approval for the required action to remove or control any risk will be completed by:**

- Juliette Russell, Office Manager



# HEALTH & SAFETY POLICY

## INFORMATION, INSTRUCTION, TRAINING AND SUPERVISION:

- The company will provide adequate information, instruction, training and supervision to all employees in accordance with its duties as an Employer under the Act and relevant regulations.
- All employees will be provided with training and advice of any significant risk identified for each activity their role requires.
- This will include information on the hazards and the relevant control measures in place to reduce or eliminate the risk.
- All training will be offered where requested or carried out where required & recorded by the way of training forms that the employee will sign to confirm their understanding of the training given or certification training has taken place if completed by an external source.
- All training is the completed by Managers, Supervisors or external sources dependant on the nature of the training required.

**Training/Induction records are held at head office and managed by:**

- Amber Jones, HR Administrator

**Information, instruction, training & supervision is overseen by:**

- Operations Directors

## ACCIDENTS, FIRST AID AND WORK-RELATED ILL-HEALTH:

- The company is committed to the investigation and prevention of accidents and cases of work-related ill-health to employees, subcontractors and all other persons affected by our works.
- **The company will report all reportable incidences to the relevant authority within the required timeframe. Such incidences are:**
  - Death.
  - Major Injury e.g., broken bones, dislocations, amputations etc.
  - Any accident that results in more than 7 days absence from work.
  - Any Employee or Non-Employee being taken directly to hospital.
  - Certain types of diseases e.g., dermatitis, asthma, upper limb disorders, TB etc.
  - Dangerous Occurrences e.g., electrical fires / explosions.
- Any employee or subcontractor involved in an accident or near miss or if suffering with work related illnesses is required to report in writing to their manager or supervisor so that necessary health surveillance or investigation can be organised.
- All hazards, accidents, near misses, dangerous occurrences should be reported via the Help Desk.

**All accident investigations and conclusions will be actioned by:**

- The Operations Directors

**All work-related ill health investigations and conclusions will be actioned by:**

- The Operations Directors

The company will have available for inspection or when requested to provide, statistics and data for such incidences and occurrences.

First Aid trained personnel where required and basic first aid equipment will be provided by the company if not available at their client's site.

## WORK-RELATED STRESS & MENTAL HEALTH

- Workplace recognises that work-related stress and poor mental health can negatively impact employee wellbeing and performance. As outlined further in our Occupational Health & Wellbeing Policy, we aim to raise awareness, provide access to resources, deliver training, and foster a supportive culture around mental health.
- Employees facing mental health challenges are encouraged to speak with their manager or HR about reasonable accommodations that could help manage workload and stress.



# HEALTH & SAFETY POLICY

## OCCUPATIONAL HEALTH ARRANGEMENTS

- Workplace has return to work procedures to gradually transition employees back to full duties after extended leave. Reasonable accommodations are made on a case-by-case basis.
- Health surveillance programs will be considered where risk assessments identify exposures or hazards intrinsic to particular job roles. This may include audiometric testing, lung function tests, etc.

**Health checks will be carried out by the Account Managers under the guidance of:**

- the Operational Directors
- Amber Jones, HR Administrator

## PERSONAL PROTECTIVE EQUIPMENT:

The company is committed to wherever possible controlling risks by other means than PPE but recognises that at times, this is the only practicable control measure or is at times required in addition to other control measures in place.

**PPE will be selected by:**

- Martin Wells, Chief Operating Officer

**PPE will be issued and recorded by:**

- Juliette Russell, Office Manager

## MANAGING SUBCONTRACTORS, CONTRACTORS & SUPPLIERS:

The company will ensure that only **WORKPLACE** approved subcontractors, contractors & suppliers are used.

**Their activities, performance, credentials and any information on hazards or risks arising from their works will be monitored as follows:**

- Junah Espinar, Compliance & Process Analyst

The Compliance Analyst will be responsible in ensuring that all are reviewed on an annual basis.

## WELFARE FACILITIES:

The company will ensure a provision of adequate numbers of toilets, drinking facilities rest & washing facilities are available in each of its sites or associated workplaces.

## EMERGENCY PROCEDURES:

- The company have in place procedures to follow in the event of an emergency arising.
- All procedures will be confirmed to employees upon induction of their employment with the company.
- On client premises, the client or representatives of, managers or supervisors will communicate with operatives the procedures in place in the event of an emergency occurring.

**Procedures in place in the event of an emergency in the head office building are controlled by:**

- Juliette Russell, Office Manager.

## MONITORING OF HEALTH & SAFETY PERFORMANCE:

The company will monitor its health and safety performance on a monthly basis by way of monthly inspections to all sites and to all offices; these will be carried out by Martin Wells, Chief Operating Officer or delegated manager in his absence.

The company will have available for inspection statistics and data on its overall performance. This can be requested to: [helpme@workplace.co.uk](mailto:helpme@workplace.co.uk)

## ANNUAL REVIEW:

The company will review all health & safety documentation annually or when changes arise as such a review needs to take place sooner.

This will be carried out by the appointed Health & Safety Committee.