

Health and Safety Policy



1. Overview

The Board and management team are concerned to ensure the safety of all its people (whether working onsite or elsewhere, employed or sub-contracted) and all visitors to any events or meetings organised by the company. The company is required to inform you of its general policy to look after your health and safety while at work on its behalf, and the organisation and arrangements for carrying it out.

The company's general policy is to make sure, so far as it is able, that everyone has a safe and comfortable environment in which to work. The company is not aware of any unusual hazards to people's health and safety and provided reasonable care and common sense is used in carrying out your work. There should be nothing more dangerous encountered here than you would encounter in your own home.

The Board has appointed a Health and Safety Officer, Gary Jones (see OP04, Responsibility Matrix), who has responsibility for advising the Board on health and safety issues and for monitoring standards and for carrying out the annual review of health and safety risks. Any staff concerns about possible health and safety issues should be immediately raised with the Health and Safety Officer.

2. Legislative background

The Health and Safety Officer will take all necessary steps to acquaint himself with relevant legislation and its development. There are many legislative provisions that potentially apply to the company, but particular attention will need to be paid to:

- the Health and Safety at Work etc. Act 1974;
- the Health and Safety (Display Screen Equipment) Regulations 1992, SI 1992/2792;
- the Workplace (Health, Safety and Welfare) Regulations 1992, SI 1992/3004;
- the Provisions and Use of Work Equipment Regulations 1998, SI 1998/2306;
- the Management of Health and Safety at Work Regulations 1999, SI 1999/3242;
- the Control of Substances Hazardous to Health Regulations 1999, SI 1999/437.

3. External advice

The Health and Safety Officer or others to whom he may have delegated responsibilities in this field may from time to time need to seek external expert advice on health and safety matters.

4. The role of personnel in health and safety issues

The law provides duties for employees as well as employers. It is the responsibility of employees to take care in relation to activities both in relation to themselves and in respect of their colleagues and others who might be affected by their actions. A prime source of assistance for the maintenance of proper working conditions is the help of all personnel throughout the company. This may take any of the following forms:

- Personnel exercising their own judgement in taking suitable precautions to ensure not only their own health and safety, but also that of all those who may be affected by what they do or leave undone.
- Participation in consultation exercises that may be arranged with regard to health and safety matters.
- Actively supporting the company's health and safety programme by complying with such procedures as may from time to time be laid down.
- Participating in such training as the company may arrange.
- Reporting to the Health and Safety Officer any relevant concerns they may have.
- This list is not exhaustive

5. Risk assessments

The company will take all such steps as are reasonably necessary to ensure proper working conditions for everybody. In order to enable that to be done, the Health and Safety Officer will undertake suitable and sufficient risk assessments, whether by him or by anyone to whom he/she delegates the task. The assessments will be conducted at least every two years. Any such assessor will need to be trained in the task and have sufficient knowledge of both current health and safety legislation and standards, and the work processes operated by the company. Assessments will be repeated as often as circumstances (including in particular any changes to the company's work, premises or equipment) may require. The Health and Safety Officer will retain records of all such assessments within the main Business Risk assessment, OP07.

The purpose of such assessments is to detect any potential problems before any damage or accidents occur, in order to identify any measures that can be taken to remove or reduce risk. While it is not intended to limit the scope of such assessments, they will at least cover the following matters, which are commonly recognised as potential risk areas within an office environment:

- Floors;
- Waste Disposal Facilities;
- Furniture;
- Electrical Equipment, Including:
 - Display Screen Equipment (DSE);
 - Printers;
 - Photocopiers;
- Lighting;
- Ventilation;
- Heating;
- Fire Precautions;
- Water and Sanitary Facilities.

When assessments are carried out the assessor should identify people who might be harmed by the hazard, including employees, other workers in the workplace and members of the public. Do not forget the cleaners, external maintenance contractors, and other visitors. It is also necessary to identify groups of employees who may be particularly at risk, such as young or inexperienced employees, new and expectant mothers, out of hours activities, home workers, those who work alone and disabled staff.

All assessments will be reported on by or to the Health and Safety Officer. Such reports must include details of any problems discovered. It is then the responsibility of the Health and Safety Officer to:

- take such steps as may be needed immediately to ensure safety;
- undertake such consultations, e.g. with the assessor and personnel in the affected area, as may be appropriate to identify appropriate remedial measures;
- take such remedial steps, if that lies within [his/her] authority; or
- report the matter to the company's management, to agree what steps are to be taken, and then implement them;
- monitor subsequently the effectiveness of the steps taken.

6. Circulating information

The Health and Safety Officer will take all such steps as may be reasonably practical to inform all personnel of health and safety issues which may affect them, by any or all of the following methods:

- Training;
- Written information;
- Warning signs and notices.

In exercising this responsibility, the Health and Safety Officer will have particular regard to the matters which concern visitors to the company's premises, as well as to the company's own personnel.

7. First aid

The company will at all times maintain an adequate number of suitably trained first aiders. Those first aiders will have been trained in accordance with the requirements of the Health and Safety Executive. The company will consider providing such training, at its cost, to any personnel who may wish to volunteer for it, and they should contact the Health and Safety Officer to discuss this. The current representative(s) are set out below along with the locations of First Aid Boxes which should be kept replenished as and when needed.

Home-based workers are issued with a first aid box too be kept in a safe, accessible place in their home office.

First Aider(s)	Gary Jones
Location(s) of First Aid Box	Balby Court, Doncaster

8. Accident book

An electronic accident book is kept by the Health and Safety Officer in which are recorded details of all accidents which happen to personnel, or members of the public (e.g. clients, visitors, contractors etc), whether on the company's premises or elsewhere when on the company's business. It is essential that details of such accidents are fully and properly reported. An accident report form (F25) is available for this purpose.

Immediate reporting by the quickest practicable means of fatalities, major injuries and dangerous occurrences (as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) will be made by the company to the Health and Safety Executive on Form F2508 or F2508A. The Health & Safety Officer will take responsibility for this. Accidents and incidents will be investigated by the Health & Safety Officer as soon as they occur, particularly those involving lost time at work, using the information on the accident report form and personal interviews with the injured party and witnesses. Suitable judgements are made from the investigation and recommendations implemented where necessary.

9. Heating systems

As the company operates on a virtual basis there are no heating systems that it has direct control of. However, if anyone has any concerns about a heating system where they are working, be that at home, on a client's premises or at a venue booked by the company, they should raise them with the Health & Safety Officer immediately.

10. Working on Display Screen Equipment (DSE)

It is important that any user of DSE helps the company to ensure their safe working conditions by taking adequate precautions to ensure that they are using the DSE in a safe manner. These include:

- making adjustments to their positioning so that they are comfortable when using the DSE and can look at it with their head in a natural and relaxed manner;
- taking short breaks from the DSE, to do other tasks, at least once an hour;
- avoiding eye strain or glare.

If any of the above proves difficult, the operator should contact the Health and Safety Officer. He/she will investigate whether the company ought reasonably to make any adjustments and, if so, will arrange for them to be made. If any operator is concerned that the use of a DSE may be affecting

their eyesight then the company will, at its expense, provide an eye test by a qualified optician of its choice.

A DSE WORKSTATION ASSESSMENT CHECKLIST is available by following this [link](#) to HSE's website. This will allow DSE users to evaluate their workstation setup.

11. Smoking

Smoking is not permitted anywhere on the company's premises and, since the law changed in July 2007, it is an offence to smoke anywhere within the offices. 'No smoking' signs are widely displayed. The policy applies to all personnel, clients and to visitors who should be asked politely not to smoke. To permit anyone to smoke while on the premises leaves the company open to criminal prosecution.

12. Control of Substances Hazardous to Health (COSHH)

There is legislation covering COSHH. Fortunately, in an office environment there are relatively few substances that might be hazardous to health but there are some such as printer or photocopier toner, typing-correction fluids and kitchen cleaning materials. Where appropriate, the company has endeavoured to store the main supplies of these substances separately and safely.

13. Personal security arrangements

The company is concerned to ensure the personal safety and security of all personnel, including clients and visitors, whether in the office or elsewhere on the company's business. All personnel should comply with such security precautions as the company has provided, such as locking and access control arrangements, and burglar alarms.

The safety of personnel going to meetings out of the office is also a concern. If anyone is going to a meeting with someone they have not previously met, and they are not going to be accompanied, they should ensure that their manager knows exactly where they are going, who they are meeting, and what time they are expected to return. If there is subsequently any change in those arrangements, they should inform one of their colleagues as soon as possible.

14. Security of premises and property

As the company does not presently own or lease any premises then the security of these are not a major concern. However, as the company has a number of home workers the staff should ensure that any company property in their possession, including any physical and electronic property is secure at all times. When leaving home offices or when onsite, all staff should ensure that their laptops are secure and electronically locked to ensure that access can be gained to any information stored on the device. On exiting a home office, staff should ensure that sensitive information is stored away, electrical equipment is switched off (unless notices indicate that particular machines should be left on). All staff are responsible for the security of their own property. They should be aware that this might not be covered by the company's insurance.

15. Personal Possessions

All staff are responsible for the security of their own property as the company's insurance policies may not cover the loss of personal possessions while at work. We therefore ask you to take every care of your personal possessions during office hours. Staff should ensure their valuables such as money handbags, wallets, purses, keys and mobile phones are not left unattended at any time and ideally kept out of sight. However, if you do suffer loss or damage to your personal possessions, please notify a Director immediately.

16. Eye Tests

The Company will reimburse the cost of eye tests annually or more regularly if required by your optician for those employees who use a DSE regularly as part of their job. Employees should make an appointment with their local Optician and reclaim the cost of the eye test via the expenses procedure. An Eye Test normally costs around £20.00.

In the event of an employee needing glasses specifically for use when working with DSE, the Company will make a contribution towards the cost of the glasses. The company requires a copy of the Optician's prescription before any contributions can be made and this prescription must clearly state that the employee needs to wear glasses specifically for DSE use. The company will not make a contribution towards anti-glare coating for glasses as this will not make a difference when working with DSE.

17. Medical Examinations

The Company reserves the right to request you to attend a medical, at the Company's expense in the event of long-term ill health or injury. You may request a copy of the report. Your express authorisation is required before any information may be released about you to the Company. Only information relevant to your ongoing absence will be requested. The report will be kept confidential with restricted access.

18. Manual Handling and Lifting

Incorrect handling of objects is a major cause of injury and can result in muscle strain, muscular-skeletal injuries, and broken or fractured bones. You can prevent pain and injury by following a few simple steps:

- Plan the job. Make sure that your route is clear and that you can rest and unload safely.
- Check the object you are carrying for sharp/uneven edges. Decide how best to hold the object.
- Get a good grip and wear gloves with grip to protect your hands from sharp edges if necessary.
- Wear safety shoes where appropriate.
- Get help if the load is too heavy or awkward for you to lift easily.
- Always lift with your legs NOT your back. Assume a comfortable stance with your feet shoulder width apart and lift smoothly keeping the object close to the body.
- Minimise lifts above the shoulder and below the knee.
- Ensure you have good vision and can see where you are going
- Don't twist your body. Move your feet to change direction
- When unloading bend your knees and keep your back straight
- Keep fingers and feet clear to avoid crushing incidents when putting objects down.

19. Safety Signs

Always look for and observe any safety signs in your place of work, especially on sites or premises of others. Ensure that you understand what the sign means, do not cover or obstruct safety signs, use appropriate clothing or equipment where required and ensure that others observe the safety signs also.

20. Safe Working Practices

Always adopt a safe system of work:

- Only use equipment for the purpose for which it was designed or intended
- Don't use equipment or chemicals unless you have been trained or instructed in how to use them

- Always follow manufacturer's or supplier's guidelines
- Never tamper with equipment, especially if it is not working. Refer or report the defect to the appropriate person.
- Do not rough handle equipment
- Never block fire exits or stairs
- Do not use fire extinguishers to prop open doors. Ensure that fire doors are closed.
- Keep your workspace tidy and clear and pick up litter

21. Stress

Stress is the adverse reaction people may have to excessive pressure. It is not a disease but if the stress goes on for some time it can lead to mental and physical health deterioration. Common symptoms of stress can include headaches, mood swings, poor sleeping habits, irritability, indecisiveness, absenteeism or reduced performance. If you feel that you are experiencing stress at work please contact a Director for further advice and support.

22. Electricity

Electricity can kill – you cannot see it, hear it or smell it so treat it with respect. Staff must use common sense and caution when dealing with electrical equipment as they would in their own homes. If anyone suspects that equipment, plugs or the supply may be faulty he/she must report it at once to the Health and Safety Officer.

Maintenance checks will be carried out periodically by external contractors under the supervision of the Health and Safety Officer. Always observe the following:

- No person should work on electrical systems unless appointed or appropriately skilled
- Check for defective cables, plugs or sockets before using equipment. Defective equipment must be taken out of service – do not carry out temporary repairs
- Do not overload electrical equipment
- Switch off or disconnect any equipment that sparks or stalls
- Wherever possible, avoid letting cables trail across floors. Cables can become damaged or create a trip hazard. Keep use of cables to a minimum and tape them to the floor with hazard tape (black/yellow stripe)
- Do not use lighting sockets to power portable tools
- Disconnect equipment when not in use but do not pull the cable to disconnect; pull the plug.
- Avoid kinking, twisting, binding or crushing cables
- Keep all electrical equipment clean and dry.
- Never touch plugs or sockets with wet hands.

23. Lone working without supervision

The Board recognises that the nature of the company's services and the operation of virtual offices, necessitates individuals regularly working alone without direct supervision. To ensure that staff are healthy and safe, a minimum of weekly contact with other team members is encouraged. In practice, there is often daily contact informally through text, WhatsApp messages or phone call and formally in regular structured meetings at least weekly, such as the update meetings and 1:1's. If anyone has any concerns about their lone working arrangements, then they should raise them with their line manager, a Director or the Health and Safety Manager.

24. Fire instructions (upon the company establishing a physician office)

24.1 Immediate action to be taken

If you discover a fire:

- Raise the alarm
- Attempt to put the fire out if possible with the appliances provided but without taking personal risks

Once the alarm has been raised:

- Call the Fire Brigade immediately
- Evacuate the premises using the nearest exit or fire exit
- Do not stop to collect personal belongings.
- Assemble at the Assembly Point (see below)
- Do not re-enter the building until told it is safe to do so

24.2 Fire Equipment

Our premises will be fitted with a fire alarm system. As normal procedure, the fire alarm system would be tested once per year by the alarm system providers. Staff will be notified if other tests or maintenance are carried out on the alarm system. From time to time fire drills will be carried out and such drills will be pre-warned to staff.

Fire extinguishers will be provided throughout the premises and extinguishers for use on electrical equipment are provided where required. A maintenance inspection of extinguishers will be carried out annually.

24.3 Assembly Points and Fire Wardens

Fire Wardens will be appointed and have the prime responsibility for ensuring that the premises are evacuated quickly and safely of staff and visitors and for carrying out a roll call of at the assembly point. The designated Fire Wardens and Assembly Points are set out below once appointed:

Signed:



Gary Jones
Director
Atlas Certification Limited

01/04/2024