



Health & Safety at Work Policy

JC Applications Development:

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- December 2002, Modified November 2007

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Part 1 Policy Statement

- 1.0 JC Applications acknowledges their legal responsibilities for Health and Safety at Work and will, as far as is reasonably practicable, provide a safe and healthy environment for staff and visitors to its premises.
- 1.1 Fundamental to this policy is the responsibility of all employees for Health and Safety at Work.
- 1.2 This policy will be regularly updated to reflect professional and legislative changes and any 'in the light of experience' lessons. A list of affiliated Health and Safety policies are listed at the end of Part 3.
- 1.3 In recognition of statutory and common law responsibilities JC Applications have insured against liability for death, injury and or disease suffered by any of our employees and arising out of and in the course of their employment.
- 1.4 The Key Objectives of this Policy are:
 - Ensuring a safe workplace/ environment for all employees.
 - All employees have a clear understanding of their individual and collective responsibilities regarding Health and Safety.
 - To ensure the adequate and appropriate training of all employees.
 - To ensure effective monitoring of policies/procedures by inspection/ audit.
 - Ensure all Health and Safety policies and procedures are regularly reviewed.

Part 2 - Responsibilities

- 2.0 JC Applications acknowledge their responsibilities as an employer under current national and European legislation.
- 2.1 John Crawford is held responsible for the overall management of Health and Safety at Work within the workplace. He will, as required, further delegate authority to individual employees for ensuring various aspects of this policy. He undertakes the role and responsibilities of 'Competent Person'. AFD Associates will provide specialist Health and Safety services as and when required.
- 2.2 John Crawford and all employees of JC Applications are directly responsible for:
 - a. Producing, updating and contracting external specialist advice in support of JC Applications general policy statement, which is readily available for all staff.
 - b. Being aware of risk assessments to identify potential workplace hazards, individuals at risk from such hazards, and introducing risk reduction measures.
 - c. Ensuring that all accidents/ incidents, and near miss incidents, are reported in and that any necessary follow-up action is taken.
 - d. Devising Safe Systems of Work, including minimum supervision standards to maintain such systems. These systems are to be reviewed at least annually.
Definiton: A safe system of work is a procedure which will allow



Responsibilities continued...

specific tasks to be carried out safely, after systematic assessment and examination of the task has eliminated all associated risk, or at least minimised the risk(s) identified.

- e. Ensuring adequate maintenance of equipment and that staff are trained in the safe use of such items. Appropriate Personal Protective Equipment (PPE) is to be provided as required.
 - f. Ensuring staff receive training on health and safety at work matters. New health and safety information should be communicated to staff as quickly as possible.
 - g. Ensuring that health and safety audits are carried out on a regular basis, at least annually.
 - h. Assisting in the implementation of any remedial action identified as a result of any health and safety audit or inspection.
 - i. Maintaining and keeping updated staff training records.
- 2.3 Each employee has a clear duty under current Health and Safety legislation to: working practices and safety procedures at all times.
- c. Report any hazard, (potential or actual), to John Crawford.
 - d. Attend health and safety training organised by management.
 - e. Not undertake any task for
- 2.4 Safety Representatives may be nominated by their fellow workers and represent their colleagues on Health and Safety at Work issues. To undertake this role Safety Representatives are entitled under current legislation to:
- a. Undertake workplace which training/authorisation has not been given. inspections, having previously given reasonable notice to John Crawford.
 - b. Time off work, with pay, for the performance of their functions, and to undergo any training necessary in aspects of those functions.
 - c. Have reasonable access to office facilities and a notice board.
 - d. Have access to professional Health and Safety information considered relevant and applicable to JC Applications.
- 2.5 All contractors and visitors to JC Applications will be expected to comply with hazard and other warning notices posted for their attention and convenience.

Part 3 - Organisational arrangements

Access and Exit

- 3.0 JC Applications provides a safe place of work, safe means of access and exit, including movement in and out of the workplace, and safe movement within the workplace. All employees are to ensure that:
- a. Articles or substances do not impede the safe access or exit at the workplace, particularly to fire exits and stairwells, and that any such restrictions are promptly removed.
 - b. Any access and exit limitations are adhered to, so that suitable and safe arrangements for work in areas of high risk are ensured.
 - c. Employees should report to John

Crawford any situation where safe access/exit is restricted or obstructed, and arrange for the appropriate remedial action to be taken immediately.

- d. Safe access and exit can be achieved by maintaining high standards of tidiness. Access and exit routes will be regularly checked by all employees to ensure obstacles or other safety hazards are promptly removed.

Accidents/incidents

3.1 Any accident / incident to an employee, visitor or other person including a 'near miss' as a result of any work or other activity, must be recorded without delay in the JC Applications Accident and Incident Book Spreadsheet. All serious accidents and incidents must be notified to the Incident Contact Centre, Caerphilly, South Wales under, The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, (RIDDOR) Act, 1995.

3.2 Near Miss. A near miss is an unplanned event not causing injury or damage, but has the potential to do so, e.g. items falling near to persons, or a short circuit on electrical equipment. All near misses are to be recorded using the company Accident/Incident Reporting system, so that action to avoid any re-occurrence is promptly taken and appropriate information is then circulated to all employees.

Alcohol/drugs

3.3 JC Applications operates a nil alcohol/drugs policy, recognising that a safe and healthy working environment can be placed at risk

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by those who misuse alcohol or drugs to such an extent that it affects their health, performance, conduct and relationships, and possibly puts at risk our clients and staff.

Control of substances hazardous to health COSHH

3.4 In accordance with COSHH Regulations 1999, the company are required to identify products and processes which cause hazards to health, and evaluate the risk and compile an assessment record.

3.5 JC Applications does not use any hazardous substance or material as defined within the scope of the Regulations.

3.6 Any assessments undertaken will include appropriate measures to prevent or control the risk(s).

Display screen health & safety

3.7 The 1992 Display Screen Equipment (DSE) Regulations will be followed. The regulations apply to screens where there is a 'User, that is, an employee who habitually uses DSE as a significant part of their normal work. JC Applications will ensure that:

- a. DSE workstations have been risk assessed by a Competent Person.
- b. Workstations satisfy minimum requirements regarding desk size, the DSE itself, keyboard, desk and chair, working environment including lighting, task design and software.
- c. Work is planned so that there are breaks or changes of activity.
- d. Information and relevant training

will be arranged for DSE Users.

3.8 Users will also be entitled to appropriate eye and eyesight tests by an optician or a doctor, and to special spectacles if needed. JC Applications will fund the provision of spectacles and the eye test if required by the User.

Electricity at work

3.9 The company will comply with current legislation, British Standards and best working practices. All equipment used will be regularly tested, Portable Appliance Testing, (PAT) inspected to manufacturer's specifications and records maintained, including any equipment on hire.

Environment

3.10 The company understands and supports the aims and objectives of Environmental Management and will ensure, as far as is reasonably practicable, that any waste product, will be disposed of safely and in accordance with the manufacturer's instructions and current legislation. The Company will include environmental issues and awareness in the regular training programme for all employees.

Fire procedures

3.11 Fire training and information will be provided to all staff so that they are aware of the general and specific fire hazards which they may encounter and know how to deal with these hazards, also what action to take in the event of fire. Fire training is a mandatory requirement under current legislation. Such training will be regularly conducted by specialist external consultants. It is the responsibility of John Crawford

to ensure all staff have regular fire training and that attendance records are kept.

3.12 Each employee will have access to a copy of the company Fire Policy.

First aid

3.13 The company will comply with current regulations. All workplace areas must have adequate facilities to enable first aid to be rendered promptly to any injured person, including notices indicating the location of the first aid box and the responsible person (First Aider).

3.14 It is the responsibility of John Crawford to ensure:

- a. A nominated First Aider or appointed person (and deputy) have been appointed within the work area.
- b. Appropriate guidelines have been prepared for the role - supplied by the provider of the training course (Red Cross/St John's Ambulance).
- c. Suitable training is arranged for the nominee.
- d. Suitable cover is provided during periods of absence by the role incumbent.
- e. Where a first aid person is appointed, they shall be responsible for taking control of the situation in the event of an injury at work.

Health & Safety inspections

3.15 John Crawford is responsible for ensuring regular safety inspections of the company. A report will be prepared following inspection/audit for action /

Dedicated to innovation



implementation and employees informed of the contents.

Hours of work

3.16 JC Applications acknowledge their obligations under the 1998 European Time Directive Regulations and individual employee contracts will be amended and updated if and when required.

Housekeeping

3.17 Poor standards of housekeeping are generally recognised as the most common cause of fire/injury and workplace incidents. High standards of housekeeping will be achieved and constantly maintained. Also:

- a. Every workplace will be kept clean and tidy to avoid the creation of hazards and contract cleaners may be employed to undertake any domestic cleaning duties required.
- b. Waste is to be regularly removed, and obstructions, articles or substances likely to cause slips, trips or falls removed.
- c. Employees must ensure their areas of responsibility maintain tidy and satisfactory standards of housekeeping at all times.
- d. All equipment will be maintained and regularly serviced, including lighting.
- e. Suitable ventilation and temperature levels will be maintained (min 16 degrees C).
- f. A thermometer will be displayed on the premises.
- g. Safe Systems of Work will include welfare and housekeeping

considerations.

- h. Suitable sanitary and welfare facilities are provided for all employees.

Joint consultation

3.18 The company are aware of their responsibilities under current legislation and have encouraged employees to appoint Safety Representatives to discuss Health and Safety issues with the company. Health and safety issues are regularly discussed at company management meetings.

Manual handling

3.19 The requirements of the Manual Handling Regulations 1992 will be followed and the company is committed to providing safe working conditions where risks involved during manual handling operations are removed, or reduced to an acceptable minimum. A short policy is attached at Annex C.

Personal protective equipment (PPE)

3.20 JC Applications acknowledge the requirements of the Personal Protective Equipment at Work Regulations 1992. Personal Protective Equipment is designed to be worn or held to protect against any risk to health and safety.

3.21 Apart from DSE work there are no other workplace activities that may or may not require the wearing of PPE. All future workplace risk assessments will include PPE considerations.

Plant and machinery

3.22 All office and associated work equipment is to be regularly inspected and tested by a competent person. Records of inspections and any maintenance required is to be retained for a period of 5 years. Hazard signs are to be displayed where required.

3.23 Easy to read instructions for the operation of all JC Applications office equipment are to be readily available for the perusal of all employees.

Pregnant women directive

3.24 If and when applicable, JC Applications recognise their responsibilities to assess risks to new and expectant mothers, in accordance with current legislation.

Risk assessment

3.25 Regulation 3 of the Management of Health and Safety at Work Regulations 1999 will be undertaken as follows:

- a. All workplace hazards and risks should be as far as is practicable, identified as early as possible, a risk assessment undertaken and, a written record of the assessment kept, including risks arising out of or in connection with the Undertaking of JC Applications and, of the Health and Safety of persons not in our employment. The hazard or risk should be analysed and detailed advice given on avoidance or remedy. Written records (manual or electronic) of all such assessments must be retained for a period of 5 years.



b Commonplace hazards where risks are readily apparent may not need a detailed approach, only a rapid resolution or elimination might be required. A common sense approach should be adopted at all times. A Risk Assessment policy is at Annex B.

Safe systems of work

3.26 To ensure that all employees are protected from risks and hazards, as far as is reasonably practicable, the company will operate a Safe Systems of Work process which will include: Workplace Risk Assessments, Manual Handling, Fire and COSHH Assessments. Such information will be shared with employees prior to undertaking any tasks requiring a Safe System of Work.

Security

3.27 Premises. The premises are fitted with an external intruder alarm which is connected to a local security agency who respond to alarm calls. All rooms, offices and windows are to be closed at night and no valuables left unsecured. Suitable insurance cover will be taken out to insure against theft or damage/breakage of printing machinery.

3.28 Security Policy. Any security procedures applicable to the organisation will be prepared

jointly by JC Applications and their Insurers.

Signage

3.29 Suitable and appropriate hazard signage will be displayed throughout the property to warn contractors, staff and visitors to the premises of those hazards which may affect them. Fire

and emergency exit signs will be displayed in accordance with current regulations.

Smoking

3.30 JC Applications have a strict non-smoking policy throughout the premises.

Temporary & casual staff

3.31 The company recognise their responsibilities towards temporary and casual staff and will provide:

- Appropriate and Professional Training to undertake expected duties.
- Information/training on Health and Safety issues including emergency procedures.
- Work clothing and any Personal Protective Equipment needed by the employee.

Training/information

3.33 Health and Safety Work guidance will be provided to all new employees as part of their Induction Training.

3.34 Training records of all employees will be maintained and made available for inspection if requested by an enforcement agency, e.g. The Health and

Safety Executive or Local Fire Authority Inspector.

3.35 It is the responsibility of John Crawford to ensure that all relevant professional and health and safety, including Fire Prevention information, is provided prior to start of work and that persons employed, including temporary staff,

to undertake the duties are professionally competent to do the job.

3.36 Information provided should contain local systems of work, safe working practices and any actions to be taken in the event of an emergency, e.g. fire evacuation.

3.37 JC Applications Health and Safety training will include:

- Induction training for all new employees — including temporary staff
- General Health and Safety awareness.
- Accident and Incident Reporting.
- Control of Substances Hazardous to Health (COSHH).
- First Aid.
- Risk Assessments.
- Manual Handling awareness.
- Display Screen Awareness.
- Fire and Fire Prevention.

3.38 A Training Schedule will be prepared to complete the programme over a 6 to 9 month period at regular intervals.

Utilities & services

3.39 Water. All drinking water taps are to be suitably marked. Non-drinking water is also to be appropriately identified.

3.40 Electricity. All electrical junction boxes are to be correctly hazard signed. All wiring will be in sound condition and all electrical equipment including portable



appliances. (Hoovers, electric kettles etc), will be tested at least annually and records kept of the inspections and any maintenance undertaken.

Young persons employment

3.41 The company recognise their responsibilities under the Management Regulations 1999 and if required will ensure compliance, including adequate and appropriate supervised training.

Visitors

3.42 For the purposes of this and other company Health and Safety Policies, the term "visitor" means all contractors, visitors and non-employees present on the premises at any particular time, going about their normal business or activity.

3.43 The company recognise their responsibilities to ensure the Health and Safety of all persons who visit the premises. It is the duty of John Crawford and employees to be aware of the location of each member of staff and visitor by means of a suitable booking-in system; this is a requirement of the 1971 Fire Prevention Act.

Waste disposal

3.44 The company is committed to ensuring the health, safety and welfare of their employees and others who may be affected by any waste materials resulting from its work and activities. All waste products are disposed of regularly under local District Council arrangements.

3.45 Any Personal Protective Equipment (PPE) required for the handling of any waste must be established and provided before the waste handling activity commences.

3.46 If and when required, suitable training and sufficient information will be given to staff to ensure that procedures are fully understood and adhered to, and that no person is put at risk by incorrect / inappropriate waste disposal procedures.

Part 4 - Performance monitoring (Inspection/Audit)

4.0 John Crawford is responsible for ensuring the effectiveness of this policy and other Health and Safety policies and procedures within the workplace.

4.1 This is best carried out by:

- Inspections and periodic audits.
- Reviews of procedures/policies especially following accidents or incidents.
- Inspection by independent specialist advisor/consultant.

4.2 The results of all such performance monitoring will be circulated to all staff and placed on the agenda of the company management meetings.



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