

identity

**Health & Safety**  
Policy

# Health & Safety Policy

Date of Publication: **August 2019** | Review date: **August 2021** | Creator: **Robert Gietzen**

Distribution/availability: **Directors, Managers, Company Intranet, Website**

Related documents/policies: **N/A**

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## Statement of Intent

Identity (hereinafter known as The Company) values the effective management of health, safety and welfare throughout all stages of its undertaking to ensure the prevention of harm to its employees, its visitors, its business clients and partners, the general public and the environment.

The Company will ensure that the provisions and requirements of the Health and Safety at Work etc. Act 1974, and all relevant delegated legislation pursuant to Section 15 of that Act, shall be complied with and shall form the minimum standard to which The Company shall operate its undertaking.

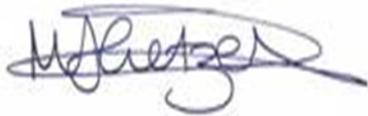
The Company's employees are required to comply with the provisions of Section 7 of the Health and Safety at Work etc. Act 1974 and to provide The Company with such assistance and cooperation as required by statute for The Company to implement and maintain its compliance with relevant legislation. The Company also requires all sub-contractors to comply with relevant legislation with regards to their own works, to ensure that, so far as is reasonably practicable, such works are carried out without risk to their own or The Company's employees, others or the environment.

The Company will take all practical steps to ensure that all potential hazards and risks associated with its undertaking are identified, and that suitable and sufficient measures for controlling such risks are implemented. These measures shall be communicated to all relevant personnel in a timely manner and in such a way that may be readily understood. Any safety equipment required for the effective implementation of such measures shall be provided to all employees as required and without charge. All employees will be provided with the necessary information, instruction and training in safe methods of work and the safe and efficient operation and maintenance of tools and equipment.



The Directors of The Company have overall responsibility for all matters regarding health, safety, welfare and the environment. This policy will be reviewed where significant changes to The Company's undertaking take place, or upon each anniversary of the policy.

Signed

A handwritten signature in blue ink, appearing to read 'M. Gietzen', with a large, sweeping flourish extending to the right.

Michael Gietzen  
Managing Director  
26th August 2019



## **The Company's Undertaking**

Identity is at the forefront of the design and project management of brand implementation. For nearly 30 years we have partnered with the world's top companies to deliver innovative and forward-thinking creative solutions that connect businesses with people and demonstrably move the needle. With our internal resources of design, CAD, digital, project management, manufacturing and installation, we provide a single point of contact integrated service, bridging the gap between agencies or in-house events team with contractors.

As specialists in the design and build of exhibition stands, live events, events management and digital activations, we work openly with agencies, partners and in-house marketing teams to provide the support that they need to meet budgets, deliver, exceed expectations and maximise return on investment.

We are a wholly independent, multi-award winning company with an experienced team of industry-respected individuals. As your integrated events partner, we're fully equipped to implement a bespoke and comprehensive service, with the expertise to ensure that your next event is a success.

With nearly 60 full time members of staff and over 30,000 square feet of office and production space in our UK headquarters, plus offices in Abu Dhabi and Shanghai, we are large enough to tackle almost any job whilst still providing that all-important attention to detail and exceptional customer service that is required for every successful project.

## **The Company's Objectives**

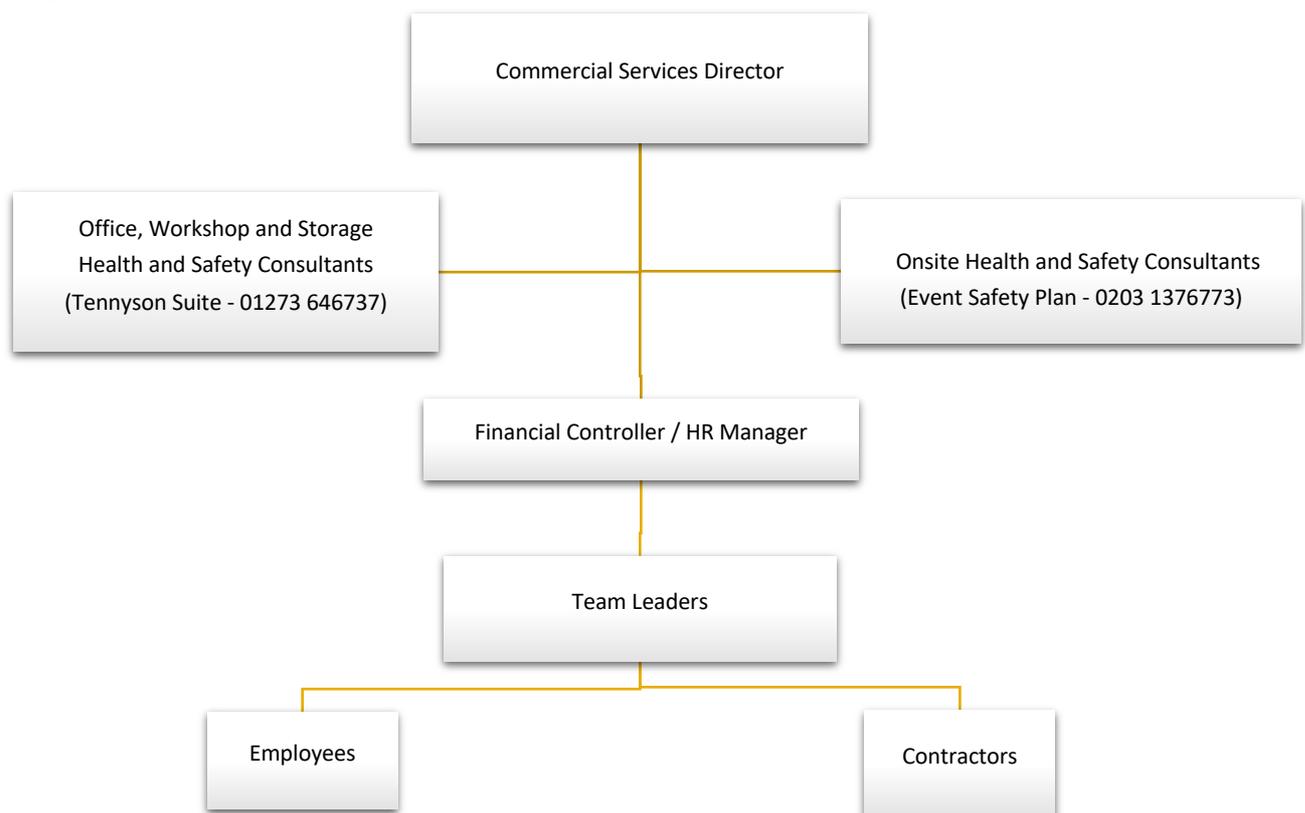
The Company has a good record for preventing injuries at work, but as it has grown over the recent years, enjoying a nationwide reputation for excellence, the Company recognises that it must do more to maintain its reputation. The Company recognises its legal, moral and ethical duty to its employees, its financial duty to its shareholders, its reputational duty to its customers and its legal and corporate responsibility to the environment.

The Company aims to:



- Reduce the incidence of workplace-related injury and ill-health to the lowest practicable level through its commitment to safe working practices combined with a healthy working environment.
- Increase its client-base and its profitability through the gaining of industry-led recognition.
- Increase the basic level of training for all personnel through initiatives such as e-learning and classroom courses in health and safety awareness, first aid, fire safety, and manual handling.
- Continue to seek out environmentally sustainable methods of operating.
- Reduce its impact on the environment through the reduction of energy use in its offices and by its vehicles.

## Organisation



*Figure 1*

The health and safety organisation of the company is illustrated in figure 1 above. Ultimate responsibility for the effective implementation and maintenance of this policy rests with the commercial services director. The responsibility for dealing with day-to-day issues regarding health, safety and welfare rests with the financial controller. The Company will procure the services of a professional health and safety consultancy,



Tennyson Suite Ltd., to provide such assistance and advice as is required to implement and maintain the Company's compliance with relevant legislation.

### **Implementation**

The Company's health and safety policy shall be implemented through the responsibilities delegated to various personnel. All personnel within the Company shall have some part to play in ensuring that the policy is delivered appropriately and effectively. Where parts of the policy no longer meet the current requirements of the Company, these deficiencies should be brought to the attention of the commercial services director, who will then raise the matter for discussion and review with the health and safety committee.

### **Responsibilities**

The Directors of the Company shall be responsible for:

- Ensuring that adequate financial provisions are made available for the implementation and maintenance of health, safety and welfare in the workplace.
- Setting a personal example of commitment to the standards of health, safety and welfare required by all employees.
- Encouraging good safety practice on all contracts and discouraging indifferent management.
- Showing a clear understanding of their personal responsibilities and duties under the relevant regulations, and to treat the health, safety and welfare of persons under their control as a matter of importance equal to the other functions of a Director.
- Ensuring that best practice is employed throughout the Company's undertaking.

The Commercial Services Director shall be responsible for:

- The implementation and maintenance of The Company's health and safety policy.
- Ensuring that adequate financial provision is made available for the implementation and maintenance of the policy.
- Ensuring that adequate financial provision is made for any equipment required for the purposes of health and safety.
- Setting a personal example of commitment to the standards of health, safety and welfare required by all employees.
- Encouraging good safety practice on all contracts and discouraging indifferent management.



- Showing a clear understanding of their personal responsibilities and duties under the relevant regulations, and to treat the health, safety and welfare of persons under their control as a matter of importance equal to the other functions of a Director.
- Appointing competent assistance to the Company in matters of health, safety and welfare.
- Ensuring that adequate financial provision is made to retain a suitable number of competent first aid-trained personnel.
- Ensuring that adequate financial provision is made to maintain first aid facilities and competent first aid personnel.
- Promoting good working relations with enforcement authorities.
- Ensuring that best practice is employed throughout The Company's undertaking.
- Ensuring that all accidents and incidents are investigated thoroughly and that any lessons learned from the outcome of the investigation are introduced into a revised safe system of work.
- Ensuring that all workplace hazards are identified and the risks from those hazards are suitably reduced as far as reasonably practicable.
- Reviewing the Company's health and safety policy and the Company's performance against the stated aims.

The Financial Controller shall be responsible for:

- Ensuring employees are aware of their responsibilities and that each administers and promotes with enthusiasm the requirements of this policy throughout the entire business.
- Consulting with departmental managers with regards to the health and safety policy, its outcomes and requirements, the effective evaluation and assessment of risk within the Company's undertaking and all relevant legislative requirements.
- Coordinating the Company's provision of induction training for all new employees.
- Setting a personal example of commitment to the standards of health, safety and welfare required by all employees.
- Ensuring that all office staff are competent and suitably trained to carry out their work in a safe and controlled manner.
- Ensuring that sufficient first-aiders and appointed persons, together with adequate first-aid facilities are provided at all times.
- Ensuring that all persons are aware of the location of first aid equipment and the procedures for reporting incidents and accidents.

- Ensuring that adequate fire precautions are provided at the Company's premises and that any hazardous substances are stored and used safely in accordance with current legislation.
- Liaising where necessary with enforcement authorities.
- Liaising with the Company's health and safety consultants.

The Workshop Manager shall be responsible for:

- Ensuring that all workshop staff are competent and suitably trained to carry out their work in a safe and controlled manner.
- Ensuring that any equipment provided for the purposes of health or safety is provided in a timely manner and maintained so as to be free of defects.
- Ensuring that workshop and garage workplace hazards are identified and the risks from those hazards are suitably reduced as far as reasonably practicable.

The Team Leaders shall be responsible for:

- Ensuring employees are aware of their responsibilities and that each administers and promotes with enthusiasm the requirements of this policy throughout the entire business.
- Ensuring that all staff are competent and suitably trained and have received suitable induction training.
- Consulting with all levels of personnel with regard to the health and safety policy, its outcomes and requirements, the evaluation and assessment of risk within the Company's undertaking and all relevant legislative requirements.
- Setting a personal example of commitment to the standards of health, safety and welfare required by all employees.
- Ensuring that all persons are aware of the location of first aid equipment and the procedures for reporting incidents and accidents.
- Ensuring that all workplace hazards are identified and that work is conducted in line with the Company's safe system of work.

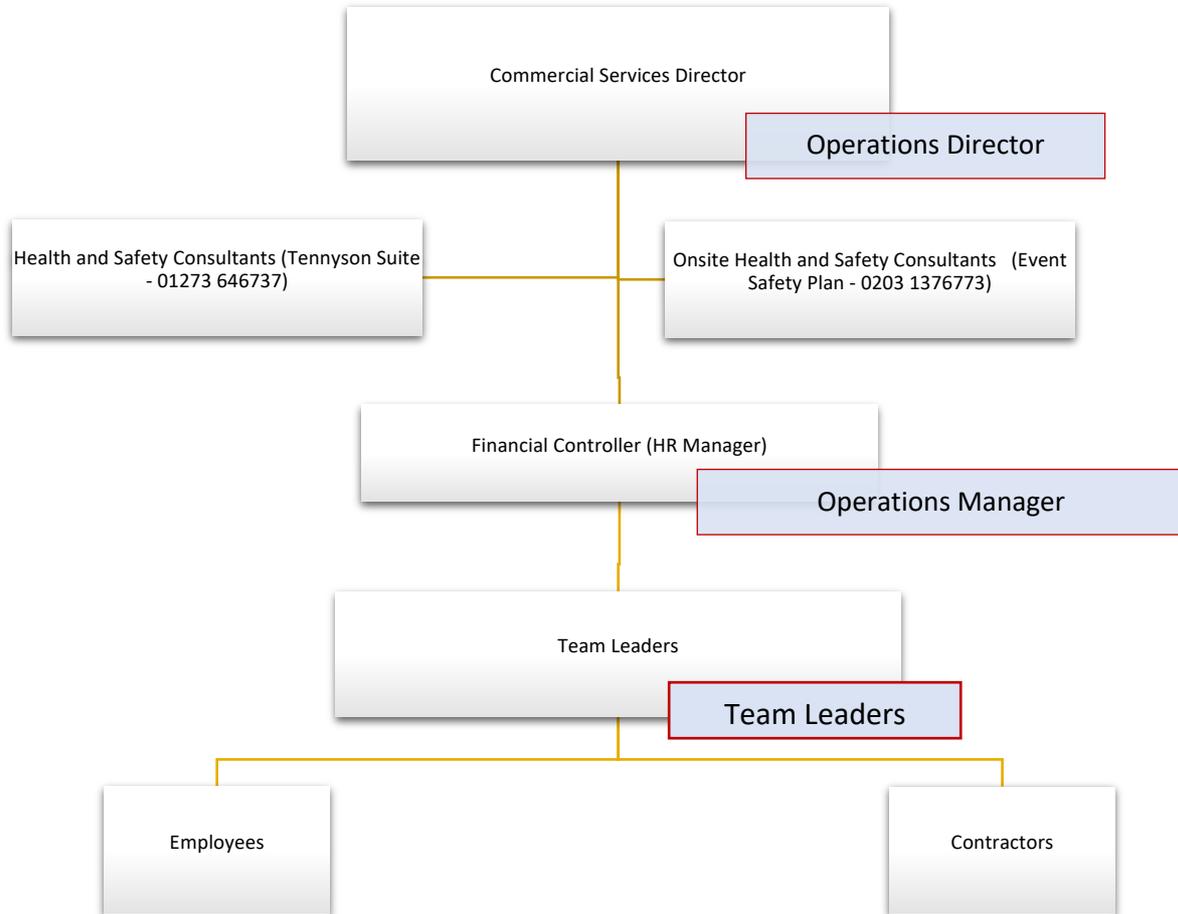
All Employees shall be responsible for:

- Taking reasonable care of their own health and safety as well as that of other people around them.
- Helping the Company to comply with its statutory duties.
- Carrying out their work and using work equipment in accordance with the training they have received.



- Not interfering with, or misusing anything that is supplied by the Company for the purposes of health and safety.

### Alternative Responsibility in the Absence of the Nominated Person



*Figure 2*

The responsibility for the implementation and maintenance of health, safety and welfare in the absence of the individual shown previously in

Figure 1 is given above in Figure 2, in the grey boxes, with the alternate role responsible being highlighted in red and blue boxes.



## Arrangements

### Responsibilities Table

The following table shows the initial and overall responsibilities for each of the arrangements. Ultimate responsibility for implementing the arrangements in this policy remains with the board of directors of The Company.

<b>Arrangement</b>	<b>Persons Affected</b>	<b>Initial Responsibility</b>	<b>Overall Responsibility</b>
<b>Accident Reporting</b>	- All Employees - Visitors - Public	Team Leaders	Commercial Services Director / Financial Controller
<b>Asbestos</b>	- All Employees - Visitors	Team Leaders	Commercial Services Director
<b>Communication and Cooperation</b>	- All Employees	All Employees	Department Managers
<b>Contractor Duties</b>	- All Employees - Contractors - Visitors	Production Managers	Commercial Services Director
<b>Dealing with Contractors</b>	- All Employees - Contractors	Production Managers	Commercial Services Director
<b>Disabled Persons</b>	- Employees - Contractors - Visitors - Public	Financial Controller	Commercial Services Director
<b>Drugs and Alcohol</b>	- All Employees - Contractors	Team Leaders	Commercial Services Director
<b>Electrical Equipment</b>	- All Employees	Commercial Services Director	Commercial Services Director
<b>Emergencies</b>	- All Employees - Visitors	Financial Controller	Commercial Services Director
<b>Fire</b>	- All Employees - Visitors	Fire Marshall / Financial Controller	Commercial Services Director
<b>First Aid</b>	- All Employees - Visitors	Appointed Person	Commercial Services Director
<b>Hazardous Substances</b>	- All Employees	Workshop Manager	Commercial Services Director
<b>Health and Safety Monitoring</b>	- All Employees	Team Leaders	Commercial Services Director



<b>Arrangement</b>	<b>Persons Affected</b>	<b>Initial Responsibility</b>	<b>Overall Responsibility</b>
<b>Health Surveillance</b>	- All Employees	Team Leaders	Commercial Services Director
<b>Insurance</b>	- All Employees - Visitors - Public	Financial Controller	Commercial Services Director
<b>Lighting</b>	- All Employees - Visitors	Team Leaders	Commercial Services Director
<b>Lone Working</b>	- All Employees	Team Leaders	Commercial Services Director
<b>Manual Handling</b>	- All Employees	Team Leaders	Commercial Services Director
<b>Multi-Occupancy Premises</b>	- All Employees - Visitors	Commercial Services Director	Operations Director
<b>New and Expectant Mothers</b>	- All Employees - Visitors - Public	Financial Controller	Commercial Services Director
<b>Noise</b>	- All Employees - Contractors - Visitors - Public	Production Managers	Commercial Services Director
<b>Personal Protective Equipment</b>	- All Employees - Contractors	Production Managers	Commercial Services Director
<b>Smoking</b>	- All Employees - Visitors	All Employees	Commercial Services Director
<b>Training</b>	- All Employees	Financial Controller/Team Leaders	Operations Director / Commercial Services Director
<b>Transport</b>	- All Employees - Public	Workshop Manager	Commercial Services Director
<b>Ventilation</b>	- All Employees - Visitors	Workshop Manager	Commercial Services Director
<b>Vibration</b>	- Employees	Workshop Manager	Commercial Services Director
<b>Violence at Work</b>	- All Employees - Contractors - Visitors - Public	All Employees	Operations Director



<b>Arrangement</b>	<b>Persons Affected</b>	<b>Initial Responsibility</b>	<b>Overall Responsibility</b>
<b>Welfare</b>	- All Employees - Visitors	Team Leaders	Commercial Services Director
<b>Work Equipment</b>	- All Employees	Team Leaders	Commercial Services Director
<b>Work Related Stress</b>	- All Employees	Team Leaders	Operations Director/ Financial Controller
<b>Workstations</b>	- All Employees	Team Leaders	Commercial Services Director
<b>Workers with English as a Foreign Language</b>	- All Employees - Contractors - Visitors	Team Leaders	Commercial Services Director
<b>Working at Height</b>	- All Employees - Public	All Employees / Production Managers	Commercial Services Director
<b>Working in Commercial Premises</b>	- All Employees - Visitors - Public	Production Managers	Commercial Services Director
<b>Working in Confined Spaces</b>	- All Employees - Contractors	Production Managers	Commercial Services Director
<b>Working with Electromagnetic Fields</b>	- All Employees - Contractors - Public	Production Managers	Commercial Services Director
<b>Young Persons &amp; Children</b>	- All Employees	Team Leaders	Commercial Services Director



### **Accident Reporting**

Any incident that results in, or may have resulted in, injury or ill-health to a person, damage to a piece of work equipment or the loss of production shall be reported to the department managers as soon as practicable after the event.

The financial controller shall ensure that all such incidents are recorded in the Company accident book and will review this information with the commercial services director periodically to determine any weaknesses or patterns that may require the Company re-evaluating its risk profile.

### **Asbestos**

All employees required to work on commercial properties shall receive asbestos awareness training.

When working in commercial premises (any premises not used as a residential dwelling), employees will request a copy of the asbestos register in order that they may easily identify if asbestos is present in the areas where they are required to work.

Where asbestos is identified in the work area, either by previous reports of identification or by recognising its presence during the work, employees must halt all work, remove themselves safely from the area and seek advice from their line manager.

### **Communication and Cooperation**

This policy and any risk assessments and method statements derived for individual tasks undertaken by the Company shall be communicated to all personnel and represent the Company's commitment to a safe system of work. The purpose of this system is to appraise all personnel of the general and specific risks associated with the tasks that they are required to undertake and to demonstrate the Company's appreciation of those risks and its processes and procedures for minimising them.

All personnel are invited to comment on any part of the safe system of work at any time where they feel that improvements or alterations are possible, or where there may be omissions in the considerations. These comments should be made to the individual's line manager, who shall be responsible for thoroughly reviewing the comments and enacting any changes or amendments as necessary.

An open forum for discussion of general and specific risks shall take place periodically during health and safety committee meetings.



### **Contractor Duties**

Where The Company is appointed as a contractor by the client it shall ensure that:

- People or organisations appointed have the skills, knowledge, experience and capability to undertake the works and manage the health and safety risks involved.
- It cooperates with all other duty holders.

### **Dealing with Contractors**

The Company shall invite to tender the most suitable contractors for the type of work to be undertaken. The project manager shall inform the contractors at the tender stage of the known hazards within the statement of requirements. The tenders shall be reviewed in connection with the contractors' health and safety policies, environmental policies, risk assessments and previous experience, using services such as accreditations.

The contractors' activities during the work will be under the control and supervision of the project manager and the Company may employ external auditors of health, safety and welfare to monitor and report on such activities. A review of all information regarding the work activities of each contractor shall be completed upon the successful completion of the works and will form part of future tender processes by each contractor as necessary.

### **Disabled Persons**

The Company currently does not have any differently abled employees if this was to change in the future, reasonable adjustments to the workplace shall be undertaken.

The Company shall make reasonable adjustments to work processes on an individual basis for differently abled visitors.

### **Drugs and Alcohol**

The commercial services director shall ensure, through regular discussion with department managers, that all employees are observed for signs of potential misuse of non-prescription drugs and alcohol. Where misuse is potentially identified, it will be dealt with in the first instance informally by the employee's department manager. Positive identification of an instance of misuse will be progressed through The Company's Drug and Alcohol Policy.



Employees shall be required to inform their department manager of any prescription drugs that may induce side-effects that could potentially impinge on their own or others' safety whilst at work.

### **Electrical Equipment**

Portable electrical equipment shall be tested periodically by a suitably trained employee and records of the tests will be held by the finance department. Regular checks of portable electrical equipment shall be undertaken by those personnel required to use such equipment and they will receive awareness training to complete these checks safely.

### **Emergencies**

The financial controller shall take control of all emergencies in the office environment and the workshop manager for the print room and workshop environment. In the absence of the financial controller or workshop manager the person taking acting up responsibilities shall assume control. The commercial services director will be informed of any emergency as soon as practicable and it is for them to decide any further courses of action.

The project manager shall take control of all emergencies off site involving the Company's personnel. Where emergencies off site do not directly involve the Company's personnel but may affect them, the project manager shall liaise with the responsible person for the location to ensure that personnel are appraised of the situation and removed from potential harm as soon as practicably possible. Emergency events outside of Identity House shall be notified to the commercial services director or in their absence, the financial controller.

No employee will discuss any emergency with any other person not wholly connected to the Company without direct authorisation from the managing director.

### **Fire**

The preparation and maintenance of a fire action plan, the maintaining of fire exits and the provision and maintenance of fire extinguishers shall be the responsibility of the commercial services director. The fire action plan shall be brought to the attention of all Identity House personnel. The Company shall retain at least one fire marshal in Identity House at all times during office hours.



The responsibility of fire precautions and evacuation plans off site shall be the responsibility of the project manager in liaison with the location's responsible person.

### **First Aid**

First aid provision shall be maintained in the Identity House workspace by an appointed person who will check the suitability of the provision each month. Additional requirements for the provision shall be directed through the financial controller who shall provide the necessary financial requirements.

The commercial services director shall ensure that adequate cover is provided at all times during office hours by trained first aiders.

### **Hazardous Substances**

Where employees are required to work with hazardous substances, a suitable and sufficient assessment of the risks to health shall be carried out by the Company and communicated to the employee. Where an employee is required to work with, or come into contact with, a substance that is, or appears to be, hazardous, they shall first establish that an assessment of risk has been completed by contacting their line manager.

The workshop manager shall retain the assessments of hazardous substances and review them periodically. The workshop manager shall ensure that all deliveries into the Company of hazardous substances are checked against existing assessments to ensure that the same substances have been delivered.

### **Health and Safety Monitoring**

The Company shall evaluate the following information at regular health and safety committee meetings. These meetings shall be attended by at least the commercial services director, the financial controller and the workshop manager.

- Accidents involving personal injury.
- Attendance records to evaluate any patterns of ill-health or absence.
- Accidents involving damage to property or loss of production.
- The provision of items for, and the processes concerned with health, safety and welfare.
- The outcome of any fire evacuation drills.
- Any other matters regarding health, safety or welfare.



### **Health Surveillance**

Wherever practicable, the Company shall minimise the risk to personnel of contact with substances that are, or may be, hazardous to health. This will be through the avoidance of contact, the substitution of hazardous for less- or non-hazardous substances or the implementation of control measures to minimise the exposure.

Where exposure to substances may cause adverse health effects the Company shall perform a suitable and sufficient assessment of risk. From this a programme of health surveillance will be implemented, commensurate with the level of exposure and the risk to health. This programme will consist of individual self-check questionnaires for the affected personnel, review of the control measures in place, monitoring of sickness levels and absences and may ultimately include referral to a medical professional where required.

### **Insurance**

Operatives required to drive vehicles in connection with their work for the Company shall insure such vehicles at their own expense and in their own name to a level of cover stipulated by the Company. The finance department shall retain records of each operative's insurance certificate and may conduct periodically checks of such insurance on the Motor Insurance Database.

The Company shall ensure that adequate insurance shall be maintained to provide cover for its employees, its vehicles, its liability as a contractor – in relation to its client and co-contractors – as well as the general public who may be harmed by The Company's undertaking.

The commercial services director shall review the level and type of insurance and assess where levels of cover or provision may require alteration.

### **Lighting**

Lighting in the Identity House workspace shall be maintained, replacing all expired bulbs within five working days. A minimum level of 500 lux shall be maintained at each workstation in the office workspace.

The Company in keeping with its Energy Reduction Policy shall ensure that all new-build capital projects are developed from the outset with energy efficiency and new developments in technologies in mind. The Company shall seek advice from specialists, as required.



### **Lone Working**

All operatives working remotely are required to carry a mobile telephone which will be pre-programmed with essential contact numbers for the Company. Each operative shall receive specific training for the tasks they are required to perform as well as more general training and instruction as determined by the Company.

Wherever possible, The Company shall prevent any operative from working alone. Where this is not possible, the operative's exact location shall be known to a third party and they shall be contacted at regular intervals until their task is complete.

### **Manual Handling**

All employees exposed to potential manual handling operations shall be trained in basic manual handling techniques. The Company shall provide, wherever possible, alternative mechanical means for moving heavy loads which do not result in exposure to other risks to the user.

Employees who are not generally, within the expectations of their duties, required to move large or heavy items should not attempt any such operation without first consulting their line manager.

### **Multi-Occupancy Premises**

As the Company occupies a multi-occupancy premises it shall seek relevant and appropriate documentation, as available, from the freeholder, such as:-

- Fire Alarm Tests
- Asbestos Register
- Fixed Installation Test
- Fire Risk Assessment for common parts

This list is not exhaustive.

The Company shall cooperate and communicate with all other occupants of the premises to learn of, and to advise of, any processes or materials engaged in each undertaking which may give rise to risks to any employees, visitors or other persons.

### **New and Expectant Mothers**

The Company shall ensure that it protects both mother and baby whilst at work. The Company shall dynamically assess and consult, throughout the pregnancy and on an individual basis, to ensure all relevant risks are removed as far as is reasonably practicable.



As a minimum the Company shall ensure that expectant or breastfeeding mothers have access to reasonably situated and suitable welfare facilities.

### **Noise**

The Company shall reduce noise created at source to a level below 80dB so as to reduce the risk of work induced hearing loss. This shall be achieved, wherever possible, by eliminating the source of the noise within the immediate area and/or by purchasing or hiring equipment specifically designed to be quieter in operation.

Where inherent noise cannot be eliminated, a suitable and sufficient assessment of the risks shall be conducted to establish any control measures that may be required in order to reduce the noise level to below that of 80dB.

### **Personal Protective Equipment**

The Company shall issue personal protective equipment to all personnel as required by relevant legislation or where it is identified by risk assessment as a necessary control measure. The head of department shall determine the appropriate standard and class of protective equipment based on the following criteria:

- That the equipment is subject to a valid EC Type Examination and is supplied with information in the user's own language.
- That the equipment is suitable for the hazards presented by the task.
- That the equipment may be adjusted correctly for all personnel required to wear it.
- Where more than one type of equipment is required to be worn, that the different types are compatible with one another.
- That the wearing of any type of equipment does not introduce additional risks to the wearer.

The head of department shall ensure that adequate and appropriate training is provided to all personnel required to wear personal protective equipment.

### **Smoking**

There will be no smoking of tobacco or electronic cigarettes in any of the Company's premises, vehicles (either owned by, or hired to, The Company) or within the confines of its own construction sites or those of contractors for whom The Company is working. Smoking of tobacco or electronic cigarette is only permitted in the designated smoking area provided at Identity House. The Company will provide active assistance to any



employee who wishes to quit smoking by directing them to local and national initiatives.

### **Training**

The commercial services director and the department managers shall review periodically the training requirements of The Company and agree the budget for ongoing training. The Company's health and safety consultants shall be approached as necessary to advise on any training that may be required due to changes in legislation, procedures or best practice.

All employees shall undergo induction training upon joining the Company. The employee's line manager and the health and safety committee shall agree the quantity, type and length of any specific training that each employee requires in order to perform their work satisfactorily and safely.

The finance department shall maintain an electronic record of the training provision for all employees and shall advise the employees or their line managers when suitable refresher training may be due.

### **Transport**

Company owned vehicles shall be serviced and maintained in line with manufacturer's guidelines. The financial controller shall maintain a record of the servicing type and dates for all such vehicles. The workshop manager in consultation with the financial controller shall arrange for relevant MOT and servicing of vehicles by a reputable and competent provider.

Employees required to drive their own vehicles for Company purposes shall provide confirmation of the vehicle's insurance and MOT status.

All employees required to drive on Company business shall be vetted with the Driver and Vehicle Licensing Agency to confirm they are licenced to drive the relevant class of vehicle and to check for any points on their licence. The financial controller shall maintain an electronic record of these checks, which will be re-completed periodically. Employees driving for work purposes are provided with, and shall agree to abide by, The Company's Safe Driving and Company Vehicle Policy, which details the expected code of conduct for all drivers and their responsibilities.

### **Ventilation**

Adequate ventilation in the office workspace shall be provided by air conditioning. The financial controller shall monitor ventilation to ensure



sufficient inflow of fresh air whilst at the same time reducing, as far as possible, draughts that may cause discomfort.

### **Vibration**

The Company shall limit the exposure of operatives to vibrating work equipment by recording the vibration magnitude of each piece of relevant work equipment and converting this magnitude to a useable period of time for such equipment via the HSE's Hand Arm Vibration Calculator. The workshop manager shall maintain this record and will liaise with the operations director and the financial director to promote the procurement of equipment with lower magnitudes of vibration as replacements for naturally worn or ageing equipment.

The Company shall draw operatives' attention to the vibration magnitude and useable time of each such piece of equipment.

### **Violence at Work**

The Company operates a zero tolerance policy to violence at work whether directed by, or at, its employees. Any non-conformance by the Company's employees shall be brought to the Operations Director's attention and dealt with under the disciplinary policy.

The Company shall address where necessary all foreseeable risks of violence to its employees through suitable and sufficient risk assessment.

### **Welfare**

Kitchen areas are provided and are fitted with urns for making hot drinks and a microwave for heating food. Fridges are also provided as well as fruit, tea and coffee.

Toilets are provided by the Company with toilet paper, hand soap and means of drying hands.

Due to the peripatetic nature of operatives who work remotely, it is not possible to provide full welfare provisions. These operatives will use publicly available toilet facilities. Line managers of remote operatives shall organise workflows to ensure that suitable breaks are taken by the operatives and that they have sufficient time to consume sufficient food and drink to maintain their health and energy.

### **Work Equipment**

All work equipment procured by the Company shall be confirmed as suitable for use, and for the purpose and conditions in which it is to be used by interrogation of the supplier and/or manufacturer of the



appropriate standards to which the equipment must reach. This responsibility rests with the applicable department manager.

Equipment shall be maintained in a safe condition for use so that people's health and safety is not at risk; and inspected, where required, to ensure that it is and continues to be safe for use. Inspections shall only be carried out by suitably competent persons. The department manager will have the responsibility of ensuring appropriate checks and inspections are conducted and recorded. Such checks and inspections shall include, where necessary, appropriate 'hardware' measures (e.g. guarding, protection devices, markings, warning devices, system control devices and personal protective equipment) and 'software' measures (such as safe systems of work and providing adequate information, instruction and training.)

### **Work Related Stress**

The Company shall ensure department managers are encouraged to identify potentially stressful situations and symptoms of excessive stress within the workforce. Where it is identified, the Company shall make all reasonable adjustments as far as practicable to alleviate the stressors.

### **Work Stations**

Personnel required to use a workstation in the office workspace shall undergo an assessment of that workstation to determine that the seating position and arrangements are conducive to good posture and the prevention of musculoskeletal disorders. The results of these assessments will be recorded by the financial controller, maintained in an electronic log and reviewed annually.

### **Workers with English as a Foreign Language**

Where The Company employs or contracts persons who do not speak English fluently it shall provide wherever possible health and safety communications in the person's native language.

### **Working at Height**

Where working at height is required the project manager shall determine the most suitable access method based on an assessment of risk. Failure to be able to provide a suitable method at a cost which is financially acceptable to the client will preclude the Company from tendering for the work.

All remote operatives will be trained in the use of work at height equipment which they may be reasonably expected to use. This training will be



reinforced through periodic refresher training as well as general information that is provided within the Company's Working at Height Policy.

### **Working in Commercial Premises**

The Company's operatives shall undergo induction training when first attending any site where they are required to work. The project manager shall confirm with the site's controller the following points and shall relate this information to the Company's operatives in a timely manner:

- Fire safety
- Emergency egress and provision for rescue
- Welfare
- Working arrangements
- First aid provision
- General site rules

Signs and barriers are to be placed around any area where ladder or stepladder access is required in order to create an exclusion zone. Ladders and step ladders are only to be used for work of short duration and never when the employee is working alone.

Work equipment is to be kept with employees at all times when working in a host's premises to reduce the risk of trips and falls and to provide security for the Company's and the employee's property.

### **Working in Confined Spaces**

The Company does not currently have any confined space trained personnel and therefore does not engage in any work in confined spaces.

### **Working with Electromagnetic Fields**

The Company does not use electrically-powered equipment which generates electromagnetic fields likely to cause harm. Where equipment may, in the future, be procured which may generate electromagnetic fields powerful enough to be likely to cause harm they shall be assessed separately and the findings of such assessment shall be made known to all personnel likely to come into contact with such an electromagnetic field.

Where personnel may be exposed to equipment likely to cause harm, all personnel shall be encouraged to complete a questionnaire regarding active and passive medical implants, and body-worn medical devices that they may have fitted, as well as any metal fragments or remnants that they may have in their bodies, which may be particularly affected by an electromagnetic field. This information shall be used to create suitable and



sufficient risk assessments only, and shall remain confidential in accordance with the Data Protection Act 1998.

### **Young Persons and Children**

The Company shall ensure that children (below 16 years) and young persons (16–18 years of age) in their employment, paid or otherwise, are not exposed to health and safety risks due to their levels of experience, maturity, physical capability or awareness of existing or potential risks. Existing risk assessments shall be reviewed to ensure that they remain suitable and sufficient in regards to the work carried out by young persons and children, giving consideration to: the tasks, materials, substances, equipment and processes they will be exposed to; the location, environment and layout of the workplace; the extent of training required; the legal working hours, and the required capability.

The Company shall ensure that children and young persons are provided with sufficient information, instruction, training and supervision, as identified by the risk assessment and that the child or young person's parents are made aware, via the simplest method, of the possible risks and control measures that are put into place.

