



Commendium Ltd

Health and Safety Policy

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1 PRINCIPLE

The aim of this Policy is ensure a high quality of activity within Commendium Ltd (“the Company”). It is expected that these procedures will be modified from time to time. The Policy cover aspects of work to do with general activity with the company and when dealing with customers and suppliers.

2 AUTHORITY

These Policies have the full support of the directorship of Commendium Limited and therefore constitute an instruction. Persistent non-adherence to them is a matter for disciplinary action which is detailed in the Company Handbook.

3 POLICY

The policy applies in respect of any person to whom Commendium owes a duty of care. Commendium recognises, and fully accepts, its statutory and moral responsibilities to provide the highest standard of health and safety protection for its staff and for other people on or about the premises or sites for which it has responsibility.

Commendium is dedicated to ensuring:

- the health, safety and welfare of all our staff and others who work under our control;
- the safety of anybody who uses or has access to our premises or sites under our control;
- ensuring that our staff adhere to other organisations’ health and safety policies when under their duty of care.

In order to meet these aims we shall:

- keep up to date with best practice in relation to health and safety and comply with all relevant legislation and authoritative guidance;
- to ensure, so far as is reasonably practicable, that those who undertake work on our behalf apply the highest standards of health and safety for their employees and the community in general;

- co-operate actively with others in the safeguarding of the environment;
- maintain to a high standard the estate and working practices in respect of all the premises and sites over which we have control;
- give a high priority to health and safety in all our operations;
- develop, implement and monitor health and safety regimes appropriate to our work;
- provide the necessary resources to implement our policies and keep them up to date;
- consult with, and involve, our staff in matters affecting their health and safety;
- provide the necessary equipment and training for the tasks to be performed.

We require the full and active participation of all our employees in order that the principles outlined in this policy statement may be achieved.

4 MANAGEMENT OF HEALTH AND SAFETY

4.1 OFFICER RESPONSIBLE

The Office Manager is responsible for the day to day operations of Health and Safety policies and practices.

4.2 GENERAL RESPONSIBILITIES

The Commendium Board has ultimate responsibility for Health and Safety in all aspects of work carried out by the Company.

All employees carry a legal obligation to take reasonable care for their own health and safety and for that of others who may be affected by their acts or omissions. This duty of care extends to everyone who could be at risk from his or her actions.

Specific responsibilities include:

- Complying with safe working methods, instructions and training given.
- Reporting hazards found.
- Reporting any accidents or other potentially serious incidents in which they are involved or of which they become aware.
- Complying with guidelines on the proper use of equipment and personal protective equipment.
- Complying with local health and safety procedures while on premises or sites under the control of someone else.
- Remaining alert to health, safety and security risks while at work and acting accordingly.
- Drawing attention to the need for additional health and safety procedures (or for the improvement of existing ones.)
- Not interfere with or misuse any article provided in the interest of health and safety.

5 SPECIFIC ARRANGEMENTS

This part of the Policy Statement outlines the key arrangements and procedures for health and safety.

5.1 FIRE SAFETY

Fire represents a hazard to health and safety in every premises. The following general principles of fire safety will apply to all Commendium sites.

5.1.1 Fire Certificates

For premises used and occupied by Commendium employees, the Office Manager will ensure that they are familiar with the requirements of the Fire Certificate and will check to ensure that conditions are properly met.

Regardless of whether a fire certificate is in place or not, the Office Manager will be responsible for ensuring that fire risk assessments are completed for properties or parts of properties falling under their control.

5.1.2 Fire Marshals

Each workplace will have an adequate number of Fire Marshals, designated to cover specific areas of the building. The Fire Marshal will be the Office Manager. The Fire Marshal's duty is to check fire precautions in their designated area on a day-to-day basis and to check that the area is evacuated if the fire alarm sounds.

Fire Marshals are also required to maintain a register of people located within their area of responsibility and carry out a roll call at the designated assembly point for the building.

Staff should familiarise themselves with the local fire evacuation procedure for their building and persons undertaking the role of Fire Marshal.

5.1.3 Fire Safety Equipment

Each workplace will be provided with appropriate fire fighting equipment (hose reels and/or extinguishers) as designated in the fire certificate. Additional equipment may be provided if the assessment of fire risk for any work undertaken indicates a need.

Fire extinguishers and hose reels are provided primarily to assist with ensuring that the escape route is available and should only be used by staff in exceptional circumstances and only if trained in their correct selection and use. The priority for employees is to raise the alarm on discovering a fire and leave the building by the nearest available fire exit.

Fire Marshals will receive training in the correct selection and use of fire fighting equipment as one aspect of their responsibilities.

All fire fighting equipment will be inspected and tested at least annually under a contract with a competent service provider in accordance with the relevant British Standard.

Each of the office buildings we occupy and control, will be fitted with a fire alarm system consisting of sounders or bells activated by break glass call points and by fire/smoke detectors where appropriate. The fire alarm system will be maintained under contract by a competent fire engineer in accordance with the relevant British Standard. In some buildings the fire alarm system will be connected automatically to the Fire Brigade. Elsewhere, local procedures will be established for calling the Fire Brigade in the event of a fire alarm activation. Please refer to local fire evacuation procedures for your building.

Fire or smoke detectors will be provided in areas where the Fire Certificate or risk assessment shows them to be necessary to provide adequate fire warning.

Fire doors are to prevent fire spread and protect fire exit routes and stairwells. Under no circumstance must fire doors be propped open. This not only puts peoples' lives at risk while the door is open but also can lead to long term damage of the door. Please also note that propping fire doors open is a disciplinary offence. Fire doors can be recognised by the 'Fire Door – Keep Shut' sign. They are also fitted with a self closer and intumescent lip (smoke seal).

The Office Manager will be responsible for ensuring that fire safety equipment is maintained to the appropriate British Standard for properties or parts of properties falling under his/her control.

5.1.4 Means Of Escape

Fire exits must be freely available for use at all times when the premises are occupied. Any security arrangements must be such that the fire exit doors can be opened immediately from the inside in the event of an emergency.

Where a Fire Certificate has been issued the fire exits designated on the certificate must be maintained and functional at all times. Additional exits may be provided but they too must be kept functional if they are signed as fire exits.

Emergency lighting will be provided and maintained for fire escape routes where the Fire Certificate or risk assessment shows that it is necessary.

5.1.5 Fire Alarm Tests and Fire Drills

A fire alarm test shall be carried out every week. The Office Manager, or nominee, will arrange for this to be done. A record will be kept in the Fire Register to be held at every site. The test will be carried out at times when the premises are occupied so that staff will become familiar with the sound of the alarm. The arrangements need to be such that they do not cause unnecessary alarm in the case of premises jointly occupied with others, or to which the public has access.

The fire alarm call points will be tested in rotation during the weekly programme of tests to ensure that all are checked for correct operation from time to time between maintenance visits.

All sites will undertake a 'surprise' fire drill, involving a practice evacuation at least once every 6 months. The drills will be recorded in the Fire Register held at the site. Fire Marshals will review the effectiveness of the fire drill with the Office Facilities Manager.

Any improvements or training found to be required will be discussed with staff through the consultation arrangements and will be put in place. A record of action taken will be kept.

At premises where there is a direct link to the Fire Brigade, the link will be disconnected before a fire alarm test or drill, unless a specific arrangement has been made with the Brigade to simulate a full call-out situation.

5.1.6 Action In Case of fire

Local Fire Evacuation Procedures and Fire Safety Arrangements will be posted on the Health and Safety notice board at every office. The action to be taken in case of fire will be appropriate to the location. Staff must familiarise themselves with the local procedures.

In the event of a fire alarm and evacuation the first priority must be to escape from the building and to assemble at the designated assembly point so that a roll call can be taken by the Fire Marshal . The Fire Brigade will need to know if everyone has been accounted for as soon as they arrive on site.

It helps to minimise the spread of fire if doors and windows are closed as you leave. Electrical equipment should preferably be switched off if this will not delay escape. Do NOT use lifts in an evacuation. NEVER re-enter the building until instructed to do so by the Fire Brigade Officer in charge (or the Senior Fire Marshal present in the case of a false alarm).

After a fire the Fire Marshals will co-operate with any investigation organised by the Office Manager and a report will be written for the Board where appropriate.

5.1.7 Records

The Office Manager for each building shall keep the Fire Certificate, where one has been issued. In a case where the Certificate has been issued to the owner, or the owner's Facilities Manager for the premises, a copy of the part relevant to Commendium occupancy will be kept available.

5.2 SECURITY ALERTS

5.2.1 General

Commendium regards the security of its staff and its premises as a high priority for attention in operating procedures. Monitoring the security of our premises requires the co-operation of everyone. There is a need to be alert to anything that indicates a threat to security e.g. fire doors left open or other breaches of physical security; suspect packages left in areas accessible to the public; or suspect packages received in the post.

5.2.2 Telephone Threats/ Bomb Alerts

If you receive a threatening telephone call:

- Obtain as much information as possible about the nature of the threat
- Try to find out the location and timing of any device
- Try to find out its appearance or nature.
- Remember the voice of the caller (sex, dialect, likely age etc)
- Immediately the caller has called off, or before if possible, alert the Office Facilities Manager for the building. In the absence of the Office Facilities Manager, report the threat to the most senior officer on site. Inform the police if there is no security service on site.

If you identify a suspect package:

- Do not touch it
- Move others away from the object
- Immediately inform the Office Manager or the most Senior Officer on site
- Arrange to call the Police

Evacuation Procedures

The office Manager will assess whether the building needs to be evacuated.

If the building is to be evacuated, you will be told which route to take out of the building and where to assemble after evacuating the building.

Do not assemble at the fire evacuation point unless told to do so. Under no circumstances must the fire alarm be activated.

The building must not be re-entered unless instructed to do so by the Office Manager or the Senior Person in control of the Emergency Services.

5.3 ACCIDENTS AND FIRST AID

This section covers the arrangements for the treatment of injuries. The statutory duty to report certain accidents to the Health and Safety Enforcing Authority is also covered.

5.3.1 First Aid Provision

There will be an Appointed Person, whose duty is to ensure that First Aid assistance is summoned in case of need. The name(s) of Appointed Persons will also be posted on the Noticeboard.

All sites, irrespective of whether there is a trained First Aider on site, will have an appropriate number of First Aid Boxes. These will be under the supervision of the Office Manager. Materials other than those specified in the First Aid at Work Regulations, may not be kept in the First Aid Box.

First Aiders are not permitted to dispense medications of any kind except in exceptional circumstances where a specific written agreement has been entered into in the case of a special medical need or disability.

Any personnel working away from the office may have a portable first aid box to take with them if the risk assessment indicates that work to be done and the nature of the site make it necessary.

5.3.2 External Medical Assistance

If an injury or illness at work, is considered sufficiently serious to require medical attention, or some other form of external assistance, the immediate supervisor of the person concerned should seek assistance by dialling 999 from the nearest available telephone. The following information should be given:

- Type and seriousness of injury or illness.
- Location and directions for vehicle access.
- Brief description of accident and any special rescue equipment needed.
- Do not ring off until you are sure that the emergency services have all the information they need.
- It is important to ensure that the injured person, and others, are protected from further danger by shutting off any equipment if this can

be done safely, cordoning off the area and by warning any other persons undertaking similar operations.

- Do not use any equipment that has been involved in an accident until it has been checked for safety and any investigation has been completed.

5.3.3 Recording and Reporting Accidents

Details of any injury received at work must be entered on to the Accident Report Form. The record should include accidents to visitors, members of the public or contractors working, visiting or accessing parts of the premises or sites owned or occupied by Commendium. Copies of the internal accident report form can be obtained from the Office Manager.

In addition to reporting the accident on the internal accident report form, there are also certain accidents and cases of ill health that must be reported to the Enforcing Authority for Health and Safety under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The Health and Safety Manager must be informed by telephone as soon as is possible of any injury to an employee, visitor, member of the public or contractor that requires external medical assistance, or in the case that an employee is unable to continue normal duties as a result of an accident at work.

The reporting of ill health associated with work will be dealt with by reference to the medical certificates submitted in the case of absences due to ill health.

5.3.4 Follow-up Action to Prevent a Recurrence of Accidents

In all cases it is important that accidents are investigated to see if there is action that needs to be taken to prevent a recurrence. The responsibility for investigating accidents rests with the responsible line manager. There is a facility on the accident report form for managers to record their findings of the investigation and any action taken to prevent recurrence.

In the case of an accident reportable under RIDDOR to the Health and Safety Executive it is especially important that it is fully investigated by the Office Manager and the responsible manager for the area or site where the accident occurred and a brief report prepared for the Commendium Board. A copy should also be made available to the staff for the area in which the accident happened.

5.4 RISK ASSESSMENT

Under the Management of Health and Safety at Work Regulations Commendium is required to undertake risk assessments to identify any hazards at the workplace and to determine the precautions that need to be taken to safeguard those who might be at risk. The assessments must take into account the special needs of those who have disabilities or who are young and inexperienced, and those who are expectant or nursing mothers. The assessment must also specifically consider fire risks. This is particularly important in premises where a Fire Certificate has not yet been issued or is not needed.

Risk assessments are within the responsibility of all managers and are a key element in our procedures for health and safety.

The Office Managers will arrange for assessments to be made for the office premises we occupy. Line managers are responsible for the assessment of working practices within their span of control and either appropriate training or support will be given. In both cases, there will be a need for all parties to co-operate if the process is to be effective.

Risk assessments are also required for work away from the office e.g. project work and 'events'. The relevant manager in control is responsible for undertaking the assessments in these cases.

Commendium is also required to consult with staff on the outcome of risk assessments. The main channel for this is through staff management procedures.

If Commendium proposes to employ Young Persons (under 18 years of age) there is a requirement to inform the parent or guardian of the young person of any risks involved.

5.5 TRAINING

All staff will be provided with general health and safety training.

5.6 OFFICE SAFETY

All staff spend a considerable proportion of their working time in an office environment; office safety is therefore important. Tidy working and good

practice in the storage of goods and paperwork are at the heart of safe working. In particular they are crucial to fire safety and the maintenance of security. Commendium will ensure that all display screen users are provided with equipment and furniture which is compliant with the Display Screen Equipment Regulations 1992.

5.6.1 Display Screen Equipment

Most staff use display screen equipment for at least part of their work. Proper layout and management of the working area is vital for comfort and the avoidance of health related problems.

5.6.2 Manual Handling

Manual handling is a cause of many work-related injuries and this applies even in offices. Particular care is needed when placing or retrieving items from shelves or stooping to pick items directly from the floor.

Proper access stools or steps should be used for reaching items above a comfortable handling height. Never stand on wheeled chairs to gain access to items stored on high shelves. Staff should avoid the need to lift or move loads, where this is not possible then mechanical aides such as trolleys or sack barrows should be used to lift and move goods around the office e.g. boxes of stationery, VDUs etc. Staff can also reduce the risk of injury by reducing the weight of loads by making the loads smaller or by asking for assistance.

5.7 WORKING ALONE

All Commendium staff are required to work away from the office to carry out their normal duties. This may include visits to other workplaces, exhibition sites or construction sites. Before embarking on work away from the office you will need to consider the implications for your health and safety and ensure that appropriate arrangements have been made to protect you against risk. If you are in any doubt you should discuss the doubts you have with your line manager in the first instance.

It is important that you always let somebody know where you are going and your expected time of return. A formal checking in and checking out system or buddy system should be employed by managers who have responsibility for lone workers. If you are undertaking lone working you should always carry a mobile phone so that you can raise the alarm in the

event of an emergency or difficulty. In certain circumstances it may be necessary to double up on visits or arrange to meet someone on site.

Avoid getting into dangerous situations in the first place. Remember you are empowered to walk away from a situation where you feel your health and safety is being compromised.

When working on premises under the control of other employers it is important to follow any local health and safety rules that have been established. Make sure that you have checked in at any reception or security point so that they are aware that you are working on site. If personal protection requirements are imposed for the site you must comply. Ask to be provided with any items that you do not have with you. You must not breach local working rules if the necessary equipment is not available to you.

Where there is regular work entailing special risks or precautions the appropriate arrangements for your protection will be made by your departmental manager. This will be done on the basis of a risk assessment.

5.8 HOME WORKING

Commendium's duty of care extends to employees who may have to work from home. The nature of Commendium is such that employees may have to work from home on a varying basis.

Commendium will provide designated homeworkers with the correct equipment necessary for the job that is being done.

Commendium will ensure that the work equipment provided such as PC's or laptops is regularly checked and kept in good condition so that it does not cause harm to the homemaker or other persons. Commendium will only be responsible for the equipment that it supplies. Electrical sockets and other parts of the home worker domestic electrical system are their own responsibility.

To reduce the risk of stress associated with being isolated from the workplace, managers responsible for homeworkers must ensure that there is regular communication between them and other staff. Homeworkers must attend team meetings, and other departmental and team initiatives.

Where a designated homemaker spends a significant proportion of their working time at home, then a detailed risk assessment will be required to determine their needs.

5.8.1 Protective Clothing

Staff are expected to wear clothing that is appropriate to the tasks they normally carry out. There may, however, be occasions when additional protection is required and Commendium will provide for this. For example, a member of staff who has to visit sites where head protection is required will be provided with a safety helmet on personal issue.

Equipment will be changed when it is no longer serviceable or out of date. Protection against foul weather will be provided for those who are required to work outside. Each case will be treated on its merits.

If you consider that you have essential needs for personal protective equipment that have not been met you should make the request for additional items through your line manager. No charge will be made for items necessary to safeguard your health or safety. The cost of special protective equipment will be covered in departmental or project budgets.

5.9 COMPANY CARS

The Company has provided a fleet of pool cars for those staff with an established requirement for them in the course of their work. Arrangements for the provision of company cars are dealt with under general Personnel rules. Commendium provides insurance cover for business and private use by the staff member personally. Spouses or partners are not insured as they do not have permission to drive.

Users of company pool cars have an obligation to Commendium to keep them in a safe condition and to comply with all legislation concerning the use of vehicles on the highway.

Drivers of company vehicles on business must be alert to any circumstances that may increase the risk of accidents and act in an appropriate manner. It is important to take rest breaks during long journeys or during periods of bad weather when the dangers increase and alertness must be maintained.

If materials for use at work are to be carried, it is the responsibility of the driver to ensure that safe conditions of stowage and carriage are achieved. Work equipment should be carried in the boot or in a covered load area whenever practicable.

Staff are reminded of the legal duty they have to ensure that they are not unfit to work or to drive safely due to alcohol or drugs of any kind. Any action taken by the police or any other substantive evidence of driving under the influence of drink or drugs whilst on Commendium business, will be treated as a serious disciplinary offence.

5.10 MOBILE PHONES

Mobile phones have become a useful tool for those whose work entails visits away from their normal office and who need to keep in contact. They also provide a means for those who have to work alone to keep in touch with their office and can add to the measures for security and safety in lone working.

However, mobile phones can present a hazard in certain circumstances. They present a distraction and staff should note that the use of hand held mobile phones whilst driving is illegal. Even with hands free operation they distract attention from the road. Commendium does not require any driver to operate a mobile phone whilst driving under any circumstances.

5.11 TEMPORARY WORKERS INCLUDING CONSULTANTS

Commendium treats all staff equally with regard to Health and Safety, whether or not they are full time or part time. This applies also to temporary staff and consultants.

5.12 VISITORS

Commendium has a duty to safeguard the health and safety of visitors to premises under its control. As a matter of general policy all visitors will be met on arrival and supervised throughout the duration of their visit. The responsibility for the visitor rests with the Commendium employee the visitor is visiting. In the case of contractors carrying out repairs to the premises, the responsibility rests with the Office Manager.

6 SAFE WORKING IN THE OFFICE

Staff should wear clothing and footwear appropriate to their tasks. Where particular tasks require the wearing of special protective clothing it will be provided by Commendium and it must be used.

The following do's and don'ts represent some of the most common causes of accidents in the office situation but there are others:

- Do not place obstructions in gangways, on stairs or at points of access to fire fighting equipment or means of escape.
- Do use handrails when ascending or descending stairs.
- Do not run or carry items that are unstable or too heavy for easy carriage.
- Do use the trolleys and other handling aids for moving heavy items. Ask for arrangements to be made for portage of items that are too heavy or inconvenient to move with the assistance of a colleague.
- Do not allow waste and accumulations of work materials to accumulate unnecessarily on, under, or between desks.
- If you need access to materials stored at height use the proper kick-stools or steps provided.
- Do not store heavy or unstable items on top of cupboards where they may fall.
- Ensure that cables for telephone, portable electrical appliances etc are properly in position where they will not present a tripping hazard and where they will not cause the items to which they are attached to be dislodged by people moving about the office.
- Close filing drawers and cabinets after use. Open only one drawer at a time if there is a risk of the cabinet becoming unstable. Put the heaviest items in the bottom drawer.
- Use proper equipment for cutting, punching or binding paper. Do not leave open blades where they may cause injury.
- Keep combustible materials, including clothing, away from portable heaters that might catch fire.
- Waste paper bins must not be used for cigarette ends when entering the no smoking office premises.
- Do not place items on window ledges where they may fall out and injure somebody below. Before opening windows make sure that it is safe to do so.
- Keep a check on electrical equipment to detect any signs of damage or discoloration due to overheating. Switch off any equipment that you think might be faulty.
- Switch off inessential equipment at night before leaving the office.

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- Never put chemicals or any other hazardous materials in containers that have misleading labels, especially food containers.
 - If you spill any liquids, clean them up or ensure that the area is signed to indicate any slipping hazard.
 - Do not remove the casing from office equipment except in so far as is necessary to carry out routine operations described in the supplier's handbook. Be aware that parts of office equipment may be hot when first switched off.
 - Ensure that you know the emergency procedures for the area in which you work.
 - Do not prop open fire doors or move fire equipment from its proper location.
 - Report anything that you think presents a hazard so that action can be taken to safeguard everyone.

7.2 RISK ASSESSMENT FORM



Commendium Risk Assessment Form

Date of Assessment

Hazard Category	Hazard	Who is at Risk	What is being done Now	Further Necessary Action	Action by Whom	Action by When	Status
Slips, trips and Falls							
Manual Handling							
Regular Computer use							
Stress							
Electrical							
Fire							
Chemicals							
Smoking							
Hygiene							
Environment							

