

Health and Safety Policy

Health and Safety Policy Statement

This is the Health & Safety Policy Statement of Carbon Sure Consulting in accordance with The Health and Safety at Work Act 1974

Our statement of general policy is to:

provide adequate control of health and safety risks arising from work activities, consult with all employees on matters affecting their health and safety, provide and maintain safe plant and equipment, ensure safe handling, storage and transport of articles and substances
provide information, instruction and supervision to employees, ensure all employees are competent to do their tasks, and provide adequate training, prevent accidents and cases of work-related ill health, maintain safe and healthy working conditions, review and revise this policy as necessary at regular intervals.

All employees of the firm will receive a copy of this policy and such revisions as may be appropriate. It will be made available through the intranet and will also be included in the induction of new staff.

Director: Darren Jones

Date of policy 01/12/2020

Responsibilities

The Director accepts overall responsibility for all matters involving health, safety and welfare.

The Management Committee will:

ensure that the partnership knows and accepts its responsibilities to the health and safety policy

monitor the effectiveness of the policy

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Head of HR and Facilities Supervisor. The specific responsibilities include:

ensuring that employees and visitors are aware of safety procedures
providing adequate information, training, instruction, and supervision to ensure that employees work in a safe environment

ensuring equipment is kept in good working order which may include regular maintenance ensuring that applicable risk assessments are carried out
obtaining specialist advice when required

implementing the accident reporting and investigation procedures
ensuring that all new employees and trainees receive appropriate training
For general health and safety queries please see the Facilities Supervisor.

All employees are held accountable by law not to commit acts in breach of legislation and they must not wilfully and without reasonable cause, do anything likely to endanger

themselves or others. All employees have a duty to:
behave in a responsible manner

co-operate with supervisors and managers on health and safety matters

not interfere with anything provided to safeguard their health and safety
take reasonable care of their own health and safety

report all health and safety concerns to an appropriate person as detailed in this policy
consider the safety of other persons who may be affected by their acts or omissions
work in accordance with information and training provided

report and record all accidents in the accident book, held by the Facilities Supervisor
assist in the maintenance of good housekeeping standards

report all matters which could give rise to an incident Consultation with employees

A joint committee has been established for the purpose of communication and
consideration of all aspects of the firm's health and safety policy and its implementation.
Matters for consideration will include, but not be limited to:

reviewing and revising of the health and safety policy

welfare of employees

training and instruction

accident statistics

effects of changes in working practices, such as changes to legislation or activities

Membership of the committee is drawn from volunteers from different areas of the firm;
the committee will be chaired by the Director and will meet bi-annually.

Members of the committee are as follows:

Darren Jones

Ken Jones

Accident Reporting and Investigation

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 defines the duties on the company when recording accidents. An accident book is available for the recording of ALL accidents (and near misses however trivial.) Each accident is to be reported to the Director as soon as is practicably possible so that corrective action and a decision as to whether the incident is reportable to the Health and Safety Executive (HSE) can be taken.

The firm will retain records of all accidents reported to the HSE, which will be held by the Director. All reportable accidents will be reported in accordance with RIDDOR and an investigation instigated by the Director.

At the end of each calendar year the accident records for the previous year will be reviewed by the health and safety joint committee. This report will be circulated to the business leadership team for their remedial action if appropriate.

Fire Arrangements / Emergency Plan

Carbon Sure Consulting operates in a building that holds a Fire Certificate under the Fire Precautions Act 1971 and as such has certain duties to comply with the certificate. These duties are outlined below:

regular checking of fire exits for obstructions/issues

maintaining correct and adequate signage

maintaining correct and adequate extinguishers

application of building changes to the fire brigade

staff training

Fire evacuations will be held twice a year at times designated by the Building Manager and in conjunction with other tenants of the building.

Details of fire/emergency procedures are set out in a separate document, which has been issued to all employees but can also be found on the intranet.

First Aid Arrangements

Carbon Sure Consulting has Appointed Persons responsible for first aid arrangements. Their names appear on the Health and Safety posters in the kitchens.

Under the Health and Safety (First Aid) Regulations 1989, the company will supply all First Aid equipment required.

Display Screen equipment (DSE)

Due to the nature of the business the Health & Safety (Display Screen Equipment) Regulations 1992 will apply to all employees.

Employees classed as users under the DSE Regulations are advised to take regular periods away from the screen to rest their eyes and upper body.

Carbon Sure Consulting will provide a suitable workstation environment for all users as defined in the regulations.

The firm will issue a voucher to cover the cost of an eye test upon request from an employee,

Control of Substances Hazardous to Health Regulations 2002 (COSHH)

Carbon Sure Consulting does not envisage the use of substances hazardous to health, should such substances be introduced the COSHH regulations will be complied with.