

HEALTH AND SAFETY POLICY

APPROVAL CONTROL

ROLE	NAME	DATE
Risk Director	Steve Mills	10/02/2016

VERSION CONTROL

VERSION	AUTHOR NAME	VERSION CHANGES	DATE
1.0	Head of HR	Final draft	
1.1	Chris Souch	Review and update to include detail on monitoring, checks and training provision	10/11/2015
1.2	Chris Souch	Refinement of revision	09/12/2015
1.3	Jayne Morris	Minor amends to content	27/01/2016
1.4	Jayne Morris	Addition to reporting to R&A committee	10/02/2016
2.0	Steve Mills	Approved and signed off	10/02/2016
2.01	Jayne Morris	Added supplementary air con quarterly service to Annex B	08/08/2016
2.02	Jayne Morris	Annual review of policy. Changes made to: <ul style="list-style-type: none"> - Requirements for RAMS to be completed - Reporting - Risk assessment 	17/02/2017
2.03	Jayne Morris	Annual review – no significant changes. Amendment to dates for maintenance cycle.	05/02/2018

2.04	Jayne Morris	Annual review– no significant changes. Amendment to dates for maintenance cycle.	26/02/2019
2.05	Scarlett Campbell	HR review – no updates required	15/04/2019
2.06	Jayne Morris	Footer amend	21/05/2019
2.07	Jayne Morris	Annual Review	01/10/2019
2.08	Jayne Morris	Review	11/02/2020

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BACKGROUND

The Directors of Huntswood CTC Ltd and its respective subsidiaries (“Huntswood” or “Group”) recognise that they have a responsibility to achieve and maintain conditions of work, which are safe, and healthy for all employees, this responsibility extends so far as is reasonably practicable. Huntswood's activities will be conducted with appropriate safeguards against exposing either employees or other persons to risks to their health and safety.

OBJECTIVE

The objective of Huntswood’s health and safety policy is to set out principles that safeguard Huntswood representatives whilst they undertake activities on Huntswood premises or on behalf of Huntswood as far as is reasonably practical. We have a responsibility to comply with all relevant legislation and codes of practice

APPLICABILITY

Huntswood’s health and safety policy is applicable to Huntswood CTC Ltd representatives wherever they undertake Huntswood activities and to any visitors to Huntswood premises.

POLICY PRINCIPLES

1. Risk assessment

Huntswood’s H & S Representative shall ensure suitable and sufficient risk assessments on buildings and operational activities are performed, recorded and where necessary, safe systems of work are designed and implemented, to remove or reduce the potential risk of any identified hazards. Information contained within risk assessments shall be made available.

In undertaking risk assessments, Huntswood shall consider actual and potential risks to persons not in Huntswood's employment, but who may be affected by its operations with the same care and attention as is given to Huntswood's own employees.

The risk assessment template can be found at Annexe A (re office risk assessment template)

For any work being undertaken in Huntswood premises by sub-contractors a Risk Assessment Method Statement (RAMS) will be completed and retained.

Where it is not reasonably practical to eliminate or reduce a hazard in dangerous environments Personal Protective Equipment will be provided.

Personal electrical equipment is not to be used unless it has been PAT tested.

2. Building maintenance

Huntswood is committed to providing a safe and secure environment for all representatives and visitors working on its own. As a result, Huntswood will ensure its premises are routinely maintained and required checks are undertaken, addressing any issues identified.

The following checks (see schedule Annexe B) will be undertaken in line with legislation:

CHECK	FREQUENCY
Health and Safety Risk Assessment	Ongoing
5 year fixed wiring test	Every 5 years commencing 2016
PAT testing	Biannually
Asbestos	Annually (Full assessment only necessary where structural changes have been undertaken; otherwise an annual review will be completed)
Water Service Risk assessment	Annually (Full assessment only necessary where structural changes have been undertaken; otherwise an annual review will be completed)
Water temperature tests	Monthly
Fresh air plant	Annually
Fire risk assessment	Annually
Fire extinguisher service	Annually
Zip heater maintenance	6 monthly
DSE Assessment	Annually or when desk moves undertaken
Supplementary air conditioning	Quarterly
First aid kits	Contents reviewed quarterly

Huntswood will ensure all required signage is installed in the appropriate areas, including:

- First aiders and their locations are displayed in the kitchens
- Certificate of employer's liability insurance shall be displayed in the reception
- Health and Safety Law notices will be on display in all kitchens
- Fire Action Notices are displayed at exits
- Fire wardens and their locations are displayed in kitchens
- Fire exit
- Hot water

- Drinking water

3. Training and awareness

Huntswood will ensure that all representatives know how to work safely and without risks to their health. All representatives will be provided with clear instructions, information and adequate training to ensure they are aware of:

- hazards and risks they may face, if any;
- measures in place to deal with those hazards and risks, if necessary;
- how to follow any emergency procedures;
- roles and responsibilities in relation to health and safety.

Specific training will be provided to:

- Health and safety representative
- Fire wardens
- First aiders
- Defibrillator users
- Evacuation chair users
- Those undertaking manual handling

Visitors to Huntswood premises will be made aware of hazards and emergency procedures.

4. Recording and monitoring

Huntswood will maintain appropriate records relating to all risk assessments, maintenance (as detailed at 2 above) and training undertaken and will regularly review and monitor these.

Huntswood will record all accidents and near misses and report all injuries that are required under RIDDOR legislation (see table of definitions).

Should you have an accident or a near miss in the workplace you should report it to the health and safety representative.

A quarterly report will be prepared by exception for the Risk and Audit Committee providing an update and details on any Health and Safety incidents.

POLICY RESPONSIBILITIES

1. **Directors** are responsible for ensuring the health and safety policy is established and reviewed to ensure continued relevance to Huntswood activities.

2. **Huntswood Health and Safety Representative:** Facilities Manager will ensure compliance with health and safety obligations.
3. **Managers** (both on site and on client sites) are responsible for ensuring employees have undertaking legally required and site specific training, ensuring the policy is available to them and understood.
4. **Employees** shall not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare. They shall familiarise themselves with site specific Health and Safety requirements at all times.

TABLE OF DEFINITIONS

The table of definitions provides definitions of terms used within the policy document

TERM	DEFINITION
Huntswood Representative	Anyone who works for or on behalf of Huntswood
RIDDOR	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

POLICY RESPONSIBILITIES

The following table defines the business roles and their responsibilities in regard of the policy document.

RESPONSIBILITY	ROLE	DEFINITION
Owner	Chief Technology & Risk Officer	The Owner ensures the policy is reviewed and maintained on a regular basis and compliance reported to R&A committee
Reviewer	Head of Infrastructure	The Reviewer ensures the policy document aligns with relevant legislation and Huntswood requirements
Author	Facilities Manager	Shall update the policy document in a succinct time frame on receiving updates from the reviewer and in accordance with Huntswood policy writing guidelines
Policy Audience	Huntswood Representative	Must apply the business policy to the business they undertake on behalf of Huntswood

APPLICABLE STANDARDS AND LEGISLATION

The Health and Safety at Work Act 1974

Electricity at Work Regulations 1989

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

ANNEXE A

Risk Assessment template (with example)

HAZARD	WHO IS AT RISK?	WHAT ARE WE DOING ALREADY?	WHAT FURTHER ACTION IS REQUIRED?	BY WHOM?	BY WHEN?	COMPLETED
Fire	All staff	Fire risk assessments undertaken after any alterations and/or acquisitions of new space	All new staff to be trained in fire awareness. Enough fire wardens to cover staff numbers. Action any recommendations of fire risk assessments	Facilities Manager	Ongoing	

ANNEXE B

Schedule of maintenance checks

CHECK	REGULARITY	NEXT	SUBSEQUENT
HEALTH AND SAFETY RISK ASSESSMENT	Monthly	-	-
5 YEAR FIXED WIRE TESTING	March 2021	March 2026	March 2031
PAT TESTING H/O	2 years	February 2022	February 2024
PAT TESTING – client delivery (all sites)	2 years	September 2022	September 2024
ASBESTOS	Annually	June 2020	June 2021
WATER SERVICES RISK ASSESSMENT	Annually	November 2020	November 2021
WATER TEMPERATURE TESTS	Monthly	-	-
FIRE RISK ASSESSMENT	Annually	March 2020	March 2021
FIRE EXTINGUISHER SERVICE	Annually	October 2020	October 2021
FIRE EVACUATION CHAIR (visual check)	Annually	October 2020	October 2021
DSE ASSESSMENT	Annually	-	-
ZIP HEATER MAINTENANCE	6 monthly	May 2020	November 2020
SUPPLEMENTARY AIR CONDITIONING	Quarterly	April 2020	August 2020