

Health and Safety Policy



Table of Contents

Item	Title	Page Number
1	Amendment Record	5
2	HSG65 Plan Do Check Act	6
3	Introduction	9
4	Health and Safety Policy Statement	10
5	Environmental Statement	12
6	Safety Management Structure	13
7	The Directors	14
8	The Head of Operations	15
9	Fire Responsibilities	17
10	General Responsibilities - Working Time Regulations	19
11	Access and Egress	24
12	Accident Reporting	26
13	Alcohol and Drugs Misuse	29
14	Contractors	31
15	Covid-19 Management	33
16	Disciplinary Rules	35
17	Display Screen Equipment (DSE)	36
18	Driving At Work	38
19	Electricity	42
20	Fire	45
21	First Aid In The Workplace	48
22	Hazard Reporting	50
23	Health Conditions	51
24	Health Surveillance	56
25	Homeworking	60
26	Information, Instruction, Supervision and Training	62
27	Lone Working	64
28	Manual Handling	66
29	Monitoring, Inspection And Review	69
30	New And Expectant Mothers	71
31	Portable Electrical Appliances	73
32	Risk Assessment	75
33	Social Distancing	79
34	Stress	82
35	Visit By An Enforcement Officer	84

Amendment Record

Version	Date	Author	Version Comment
1.0	26/08/2021	Mark Turner	Document Published
2.0	01/12/2021	Mark Turner	Updated 'Covid-19 Management' section of the policy to better reflect the current government guidelines including measures for variants of concern.
3.0	13/02/2022	Mark Turner	General update to include gender neutral language.
4.0	20/03/2022	Mark Turner	Updated to reflect latest government stance surrounding Covid-19 and to provide contingency for future pandemics.
5.0	04/09/2022	Mark Turner	Updated to reflect latest guidelines.
6.0	10/09/2022	Mark Turner	Corrected formatting within the Introduction.

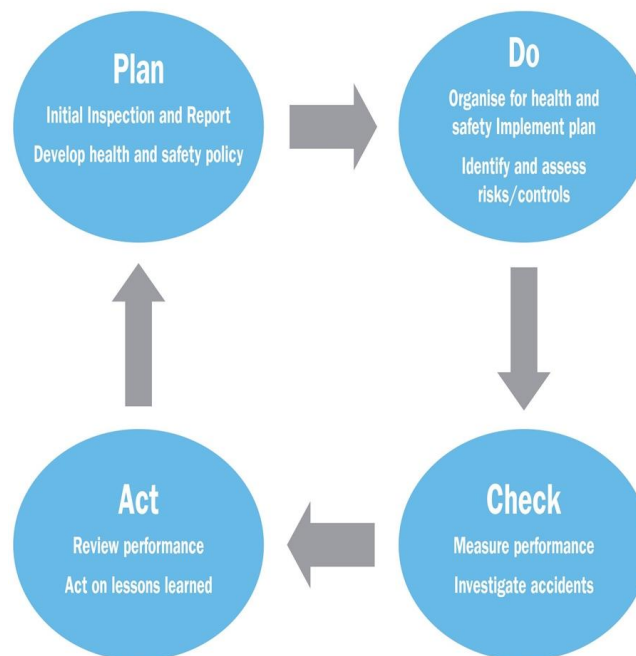
Health And Safety Management System

The Management of Health and Safety at Work Regulations (Regulation 5) requires the employer to have arrangements in place to cover health and safety. These arrangements should, where possible, be integrated within the management system that is already in place for the Company. The arrangements when implemented however, will depend on the size and nature of the business and will require the following factors to be considered when integrating them into any management system: –

- Plan
- Do
- Check
- Act.

This health and safety policy includes a management structure and arrangements developed for the Company to ensure compliance with the law; its format enables it to be integrated with any existing management systems.

Guidance is provided to show how this policy can be used as part of an effective Health and Safety Management System to ensure compliance and control in a logical manner, by describing the service provided by Citation Ltd and the contributions required by the company.



The flow diagram above provides a pictorial representation of good management practices in line with the HSE's normative standards; each step is explained further overleaf.

1. **Plan** - *Initial inspection and report, develop a health and safety policy*

Initial inspection/report - a visit by a Citation Ltd Health and Safety Consultant who will complete a questionnaire, inspect the premises and provide a written report. The report will identify the current practical, physical and procedural weaknesses in complying with regulations.

The policy will be developed and installed to the client by the Health and Safety Consultant. The installation visit will include an explanation of the system, advice on how to comply with legislation and an introduction to risk assessments. The Company's 'statements of intent' are contained within the policy, these should be signed and dated by the person with overall responsibility for health and safety.

2. **Do** - *Organise for health and safety and implement plan*

The organisational structure will be established along with individual responsibilities with regards to health and safety management within the Company. Management leading by example is essential to fostering a positive health and safety culture.

Spinwell Global Limited commit to adhering to the policy arrangements including identifying hazards and completing risk assessments. Implementing actions from the health and safety inspection report will assist in compliance with regulations.

Implementation of the plan should include: –

- Establish and prioritise preventative and protective measures to eliminate or reduce risks, and implement
- Allocation of sufficient resources (manpower, time, funds and competent advice)
- Provision and maintenance of the correct tools and equipment to do the job
- Consult, train and instruct, to ensure everyone is competent to carry out their work
- Supervise to make sure that arrangements are followed.

3. **Check** - *Measure performance*

Monitoring will establish where problems may exist within the management system and will help understand what causes them and what remedial actions are required.

Monitoring can include:

- routine inspections of premises, plant and equipment by employees
- health surveillance to prevent harm to health
- planned function check regimes for key pieces of plant
- investigating accidents and incidents

- monitoring cases of ill health and sickness absence records.
4. **Act** – *Review performance, act on lessons learned*
- Health surveillance to prevent harm to health
 - Conducting accident investigations and reviewing statistics
 - Monitoring cases of ill health and sickness absence
 - Compliance with regulations.

Spinwell Global Limited will carry out an internal review of health and safety systems to establish if they require updating or improving.

To support clients in the review process, Citation Ltd conduct an annual inspection. This will be carried out by a Citation Ltd, Health and Safety Consultant and includes a workplace inspection, review of documentation and arrangements in place and progress on assessments. On completion, a written report will be forwarded along with any required policy amendments. The outcomes of the review will become the next part of the health and safety plan to continue the loop.

Introduction

In compliance with the requirement of Section 2 of the Health and Safety at Work etc. Act 1974, Spinwell Global Limited are effectively discharging their statutory duties by preparing a written Health and Safety Policy. A copy of the policy and associated employee handbook, which outline our health and safety arrangements and organisational structure, are held at Spinwell Global Limited's main place of business.

Spinwell Global Limited are aware that in order to ensure the health and safety policy is maintained effectively, it is essential that all references and information are up-to-date and accurate. Should any changes occur within the Company, e.g. introduction of new processes or systems etc., or if changes occur that impact on the organisation of health and safety responsibilities, a nominated representative will liaise with Citation Ltd, whose Health and Safety Consultants will advise on any policy updates that are needed and arrange for such amendments to be forwarded.

The health and safety policy and management system requires constant monitoring by Spinwell Global Limited's management and reviewed particularly following changes to the Company and following accidents or incidents to ensure continual legal compliance. Citation Ltd will review the policy at the time of annual inspection.

In order for Spinwell Global Limited to discharge its statutory duties, employees are required by law, to co-operate with management in all matters concerning the health, safety and welfare of themselves and any other person who may be affected by their acts or omissions whilst at work. Spinwell Global Limited encourages all employees to inform management of any areas of the health and safety policy that they feel are inadequate or misrepresented to ensure that the policy is maintained as a true working document.

Citation Ltd will provide advice in line with relevant health and safety legislative frameworks, however, Spinwell Global Limited retain responsibility and accountability for the health, safety and welfare of their employees and others who may be affected by any acts and/or omissions made by the Company, including the implementation of risk control measures.

Health and Safety Policy Statement

The following is a statement of the Company's health and safety policy in accordance with Section 2 of the Health and Safety at Work etc. Act 1974.

It is the policy of Spinwell Global Limited to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees working for the Company and other persons who may be affected by our undertakings.

As a business we acknowledge that the key to successful health and safety management requires an effective policy, organisation and arrangements, which reflect the commitment of senior management. To maintain that commitment, we will continually measure, monitor, improve and revise, where necessary, our Occupational Health and Safety (OHS) management system to ensure that health and safety standards are adequately maintained.

The Head of Operations will implement the Company's health and safety policy and recommend any changes to meet new circumstances. The Company recognises that successful health and safety management contributes to successful business performance and will allocate adequate finances and resources to meet these needs.

The management of Spinwell Global Limited looks upon the promotion of health and safety measures as a mutual objective for themselves and employees. It is therefore, the policy of management to do all that is reasonably practicable to prevent personal injury and damage to property. Also, the Company aims to protect everyone, including visitors and members of the public, in so far as they come into contact with our activities, from any foreseeable hazard or danger.

All employees have duties under the Health and Safety at Work etc. Act 1974 and are informed of their personal responsibilities to take due care of the health and safety of themselves and to ensure that they do not endanger other persons by their acts or omissions. Employees are also informed that they must co-operate with the Company in order that it can comply with the legal requirements placed upon it and in the implementation of this policy. We are committed to continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals.

The Company will ensure a systematic approach to identifying hazards, assessing the risks, determining suitable and sufficient control measures and informing employees of the correct procedures needed to maintain a safe working environment. We will provide, so far as is reasonably practicable, safe places and systems of work, safe plant and machinery, safe handling of materials and substances, the provision of adequate safety equipment and ensure that appropriate information, instruction, training and supervision is given.

We regard all health and safety legislation as the minimum standard and expect management to achieve their targets without compromising health and safety.

Signature: -

Date: -

Position: -

Review: -

Environmental Statement

Spinwell Global Limited is committed to preventing pollution and to complying with all relevant environmental legislation, regulations and other environmental requirements.

We will regularly evaluate the environmental impact of our activities, products and services and we will take action to continually improve our environmental performance.

It is our policy to:

- Minimise the use of energy, water and natural resources
- Minimise waste through prevention, re-use and recycling where possible
- Dispose of waste safely and legally
- Avoid the use of hazardous materials, where practical
- Work with environmentally responsible suppliers
- Prevent environmental damage and minimise nuisance factors such as noise and air pollution.

We will define environmental objectives, targets and improvement actions that are related to this policy and to our significant environmental aspects. We will regularly evaluate progress.

We are committed to providing relevant environmental training and promoting environmental awareness to employees and, where appropriate, to suppliers and to communicating our environmental performance.

We will implement processes to prevent environmental non-conformities and to ensure that we are prepared to deal with potential environmental emergencies.

This policy will be regularly reviewed and updated to take account of organisational priorities and changes, environmental legislation and best practice.

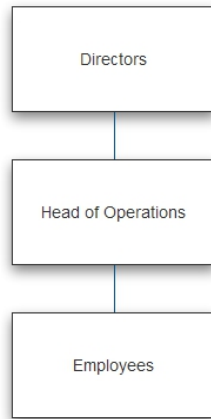
Signature: -

Date: -

Position: -

Review: -

Health & Safety Organisation Chart



Health & Safety Responsibilities

Section 2 of the Health and Safety at Work etc. Act 1974 places a duty on employers to prepare a written health and safety policy that includes details of responsibilities for ensuring the health, safety and welfare of all employees. The following list of responsibilities has been collated to ensure compliance with legislation.

Tier 1

The Directors will ensure that :-

- The main requirements of the Health and Safety at Work etc. Act 1974 are understood and applied.
- Sufficient funds are made available for the requirements of health, safety and welfare provisions.
- Health and safety is integrated into the company's management systems.
- The same management standards are applied to health and safety as to other management functions.
- The organisational structure is appropriate in order to manage health and safety.
- Nominated competent persons complete, record and review risk and COSHH assessments relevant to the activities and hazards within the organisation and that relevant employees are informed of the significant findings of the assessments.
- Joint consultations or regular health & safety meetings between management and employees take place as described in the policy.
- All health and safety issues raised by employees are recorded and investigated.
- Health and safety is a key topic on the agenda of each board meeting.
- The policy is reviewed for compliance with the objectives for health and safety.
- Work that is considered to present a serious or imminent risk of injury to employees or others is stopped immediately.
- The organisation's health and safety policy, organisation and arrangements are reviewed.

Tier 2

The Head of Operations will ensure that :-

- The main requirements of the Health and Safety at Work etc. Act 1974 are understood and applied.
- All levels of management within the organisation fully understand the arrangements for the implementation of the health and safety policy.
- Sufficient funds are made available for the requirements of health, safety and welfare provisions.
- All employees fully understand safe systems of work, rules and procedures and that suitable records are kept.
- The same management standards are applied to health and safety as to other management functions.
- Health and safety is integrated into the company's management systems.
- Audits and inspections are conducted in accordance with the organisation's health and safety monitoring procedures.
- Adequate health and safety training is provided for all employees. This shall commence on induction and include any specific training regarding the organisation's rules, safe systems of work and training required to perform their duties and work-related tasks.
- Qualified first aid personnel and facilities are provided.
- All accidents / near miss incidents are investigated and recorded on the incident record form and control measures implemented to prevent any recurrence.
- Arrangements for fire safety are implemented and that all relevant checks are carried out.
- Nominated competent persons complete, record and review risk and COSHH assessments relevant to the activities and hazards within the organisation and that relevant employees are informed of the significant findings of the assessments.
- Joint consultations or regular health & safety meetings between management and employees take place as described in the policy.
- All health and safety issues raised by employees are recorded and investigated.
- Any faulty work equipment identified is immediately taken out of service until repaired or replaced.
- A system is implemented to ensure contractors have the necessary competence and resources in order to carry out work safely for the organisation.
- Contractors are adhering to safety rules and procedures and any other statutory legislation relevant to their work.

- Manual handling training is undertaken and reviewed regularly or if process change requires re-assessment.
- All electrical equipment is adequately maintained and that only suitably trained and competent persons carry out electrical work. No employee shall undertake any kind of electrical work where specialist knowledge is required in order to avoid danger.
- Health and safety is a key topic on the agenda of each board meeting.
- All employees fully understand the arrangements for the implementation of the health and safety policy.
- The policy is reviewed for compliance with the objectives for health and safety.
- Work that is considered to present a serious or imminent risk of injury to employees or others is stopped immediately.
- Sufficient knowledge is developed in order to fulfil the role of "competent person" as required under Regulation 7 of the Management of Health and Safety at Work Regulations.
- Reports are prepared for submission to the management team on the overall performance of health and safety within the organisation.
- Training programmes are established or arranged to inform and educate employees of their health and safety responsibilities and duties.
- The training needs of all employees are identified.
- Suitable training is provided and full written records are maintained.
- Management are advised of the implications arising from health and safety legislation and codes of practice and their application to the organisation's activities.
- The organisation's health and safety policy, organisation and arrangements are reviewed.
- Risk assessments are compiled within the workplace.
- The organisation's fire safety arrangements are implemented.
- All accidents/incidents are reported to the enforcing authority in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- Records and statistics of all accidents and incidents that occur within the organisation are compiled.
- No employee shall undertake any kind of electrical work where specialist knowledge is required in order to avoid danger.

Fire Responsibilities

The Head of Operations will ensure that:

- All employees receive comprehensive induction before commencing work, to ensure that they are fully aware of all the arrangements in place during the evacuation procedure
- A register of employees is kept up-to-date at all times. This register must be available for inspection at all times and will be taken to the fire assembly point in the event of an evacuation for the purpose of calling the roll
- The requirements for employee training in fire safety are adhered to
- A fire logbook is kept up to date with all relevant records relating to fire safety and ensure that it is made available for inspection by the local authority fire brigade
- The fire alarm and associated equipment is tested weekly and tests are recorded in the fire logbook
- All fire-fighting equipment is tested on a regular basis as per the manufacturer's guidelines and records kept
- A fire evacuation drill is carried out at least annually which will be recorded in the fire logbook
- Any automatic fire detection equipment is tested according to current guidelines and the tests are recorded
- Any emergency lighting and emergency exit lights are tested according to current guidelines and tests recorded
- A fire risk assessment is undertaken within the workplace, outlining who may be affected by a fire along with any special requirements that may be identified
- All hazardous chemicals, gases and other hazardous materials are recorded and an inventory kept for information/inspection by the local authority fire brigade
- Where dangerous substances (classified as explosive, oxidising, extremely flammable, highly flammable and flammable) can cause harm from fire or explosion and are stored or used in the workplace, a competent person will need to prepare and implement a suitable and sufficient risk assessment and comply with the requirements of the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)
- A regular check is made to ensure escape routes and doors are not obstructed. Fire exit doors should be unlocked and available for use at all times when persons are in the building. Fire doors should be closed at all times and not wedged open.

General Responsibilities

As employers we have a duty to all employees, casual workers, part-time workers, trainees, visitors and sub-contractors who may be in our workplace or use work equipment provided by us. Consideration will also be given to our neighbours and the general public.

Management will ensure they:

- Assess all risks to worker's health and safety and bring the significant findings to the attention of employees
- Provide safe plant and equipment that is suitably maintained
- Provide a safe place of work with adequate facilities and safe access and egress
- Provide adequate training and information to all employees
- Have provisions in place to guarantee that articles and substances are handled and stored in a proper manner
- Provide health surveillance to employees where it is deemed necessary
- Appoint competent persons to help comply with health and safety law
- Provide employees and other workers who have little or no understanding of English, or who cannot read English, with adequate supervision, translation, interpreters or replace written notices with clearly understood symbols or diagrams.

Employee's Responsibilities

The Health and Safety at Work etc. Act 1974 details two main sections which employees are required to comply with. These are: -

- Every employee has a duty of care under the Health and Safety at Work etc. Act 1974, section 7, to take reasonable care of himself/herself and any other person who may be affected by their acts or omissions at work
- In addition to the above, Section 8 states that under no circumstances shall employees purposely or recklessly interfere or misuse anything provided in the interest of safety or welfare, life saving equipment, signs or fire fighting equipment
- Employees also have a duty to assist and co-operate with Spinwell Global Limited and any other person to ensure all aspects of health and safety legislation are adhered to.

Employees are obliged to:

- Always follow safety rules, avoid improvisation and comply with the health and safety policy
- Only perform work that they are qualified to undertake
- Always store materials and equipment in a safe manner
- Never block emergency escape routes
- Always practice safe working procedures, refrain from horseplay and report all hazards and defective equipment
- Always wear suitable clothing and personal protective equipment for the task being undertaken
- Inform the First Aider or Appointed Person of all accidents that occur.

The Management of Health and Safety at Work Regulations require all employees to:

- Utilise all items that are provided for safety
- Comply with all safety instructions
- Report to management anything that they may consider to be of any danger
- Advise management of any areas where protection arrangements require reviewing.

Sub-Contractors/Self Employed Personnel Responsibilities.

Will be made aware of the Company's health and safety policy, safety rules and:

- Will be fully aware of the responsibilities and requirements placed upon them by the Health and Safety at Work etc. Act 1974 and other relevant legislation
- Will comply with all instructions given by management
- Will co-operate with the Company to ensure a high standard of health and safety on all contracts with which they are involved
- Will carry out risk assessments in relation to their activities, ensure that adequate health and safety arrangements are implemented and co-operate as necessary with all affected parties
- Will comply with signing in and out procedures.

Employee Information

Information regarding health and safety law is provided in a number of ways:

- Employees are provided with a copy of the 'Employee handbook'
- The approved poster "Health and Safety Law – What You Should Know" is displayed on the premises. This poster is advisably completed with names of responsible persons. Alternatively a leaflet version of the Health and Safety Law poster is available and should be distributed to all employees.
- Management and employees have access to our Health and Safety Management System that contains all relevant information with regard to recording and monitoring procedures.

Joint Consultation

The Health and Safety (Consultation with Employees) Regulations require all employers to consult with their employees who are not represented by safety representatives, as detailed in the Safety Representatives and Safety Committees Regulations.

We recognise the importance and benefits to be gained by consultation and will maintain clear avenues of communication to ensure effective consultation between management and employees. It is the responsibility of management to ensure that consultation takes place in good time on matters relating to employee's health and safety at work.

If at any time the method of consultation becomes ineffective due to the size or nature of the Company then the Company will recognise the rights of employees or groups of employees to elect one or more persons to act as their representative for the purpose of such consultation.

Health and safety will be on the agenda of all management meetings. Items that may be included in the meeting are:

- Review of accident statistics, near misses and trends
- New legislation
- Compliance with the objectives of the health and safety plan
- Occupational health issues
- Introduction of new technology
- Result of health and safety audits
- Review of significant findings identified by reports produced by Citation Ltd
- Completion of corrective actions

- Review of training needs.

Citation Ltd along with other professional bodies will inform senior management of any relevant changes to health and safety. Management will disseminate this information to all relevant employees.

If any visitors or customers raise any concerns with regard to health and safety, senior management will investigate the issue and if required, take appropriate action to deal with the matter.

The Working Time Regulations

The Working Time Regulations set minimum standards for working hours, rests and holidays. Except for young workers, defined as those over school leaving age but below age 18, the Regulations do not apply to workers in certain occupations and the Regulations have limited application to certain workers in the transport sector, and to other groups of workers that are partially exempt.

There are special rules for night workers and for 'other special cases', which include the following: –

- Those whose place of work is distant from their home or whose places of work are distant from one another
- Those who work in security or surveillance activities requiring a permanent presence in order to protect property and persons
- Those whose work activities require continuity of service or production, including hospitals, residential institutions, docks, airports, media and continuous processes
- Those whose work is seasonal, including tourism
- Those whose activities are affected by 'force majeure', which includes unusual or unforeseen circumstances or exceptional events beyond the control of their employer or where there is an accident or the imminent risk of an accident.

Information on night workers and on 'other special cases' can be obtained from Citation's Health & Safety Helpline.

Access and Egress

Description

Safe access and egress includes movement of persons, equipment and vehicles into, around and out of the place of work

Associated Hazards

- Slips, trips and falls
- Falling objects
- Vehicle movement
- Uneven/obstructed floor
- Trailing cables
- Opening in the floor
- Unsuitable/insufficient lighting.

Employer's Responsibilities

Spinwell Global Limited will ensure that:

- Arrangements and procedures are in place to ensure pedestrian safety and pedestrian/vehicle segregation where possible
- Articles or substances do not impede safe access and egress in the premises and that objects that may restrict safe movement within the premises are removed immediately
- Any access restrictions are adhered to, so that suitable and safe arrangements for work in areas of high risk are guaranteed
- Suitable covers are provided and are put in place over openings in the floor, or suitable safety fencing (rigid material – flexible chains not acceptable) is in place
- Floor coverings are in good condition and free from slipping and tripping hazards
- The edges of steps and stairs are clearly marked and stairways, passageways and working areas are well lit with suitable handrails fitted to stairways
- All contractors will be closely monitored to ensure that they do not hinder safe access/egress of personnel when working at the premises
- This policy will be subject to regular monitoring and review.

Employees Responsibilities

Employees will:

- Follow advice and information given by the employer in relation to safe access and egress
- Regularly check that there is sufficient space to move about their work area freely and where necessary report any problems
- Report any situation to the employer where safe access and egress is restricted or obstructed so that arrangements for the appropriate remedial action can be taken.

Accident Reporting

Description

There are many hazards present in all workplaces. Control measures, when implemented, should reduce the risks from those hazards to a level as low as is reasonably practicable in order to prevent accidents and cases of ill health. This arrangement provides advice and guidance to all employees, together with information necessary for the reporting and subsequent investigation of accidents, incidents and near misses. An accident is an unplanned event that results in personal injury or damage to property, plant or equipment. A 'near miss' is any incident, accident or emergency which did not result in an injury.

Employer's Responsibilities

Spinwell Global Limited will ensure that:

- Suitable procedural arrangements are made in order that all accidents and incidents occurring on the premises or associated with business activities are adequately recorded
- Appropriate First Aid procedures are followed in the event of an accident or incident resulting in injury
- All employees are adequately trained to carry out their work safely and are provided with information on safe working practices and accident prevention
- A nominated person notifies the Health and Safety Executive (HSE), using the appropriate online RIDDOR reporting form via www.hse.gov.uk/riddor/report.htm, of any relevant accident, dangerous occurrence and/or instance of work related ill-health that falls under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

The Incident Contact Centre can alternatively be contacted on 0845 300 99 23 if there is a work related accident where:

- Employees or a self-employed person, working for or on behalf of Spinwell Global Limited is killed or suffers a specified injury (including as a result of physical violence)
- A member of the public or other person not at work is killed.

RIDDOR reportable instances include those described below. This list is not exhaustive and Spinwell Global Limited will contact Citation Ltd's advice line for further guidance, support and clarification.

Death

- Workers and non workers who have died of a work related accident.

Specified Injuries

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which:
 - cover more than 10% of the body, or
 - cause significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness, or
 - requires resuscitation or admittance to hospital for more than 24 hours.

Over Seven-Day Injury

This is an injury, which is not a specified injury but results in the injured person being away from work or unable to carry out their normal duties for more than seven days. Apart from the day of the accident, weekends and days that would not normally be worked, such as rest days, are counted.

Occupational Disease

- Occupational dermatitis
- Carpal tunnel syndrome
- Severe cramp of the hand or forearm
- Hand arm vibration syndrome
- Occupational asthma

- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to occupational exposure to a biological agent.

Dangerous Occurrence

There are 27 dangerous occurrences which are relevant to most workplaces, e.g.:

- Collapse, overturning or failure of load bearing parts of lifts and lifting equipment
- Plant or equipment coming into contact with overhead lines
- Electrical short circuit or overload causing fire or explosion
- Collapse or partial collapse of scaffold over 5 metres high or which has been erected near water where there is the potential of drowning after a fall.

People Not at Work

- A member of the public or a person not at work has suffered an injury and is taken from the scene of an accident to hospital for treatment to that injury
- A member of the public or person who is not at work has died.

In addition Spinwell Global Limited will ensure that:

- All accidents and incidents, however minor, will be investigated to ensure the appropriate action is taken to prevent recurrence. In the majority of cases, the details contained within the accident book will constitute an investigation
- The risk assessments will be reviewed and, if necessary, further control measures will be introduced
- Improvement strategies will be implemented to help prevent or minimise occurrences, thus reducing future risk of harm.

Employees Responsibilities

Any employees who are involved in, or aware of an accident must follow the accident reporting procedure and inform the employers, either orally or in writing as soon as possible after the accident occurs. The nominated person will complete the necessary documentation including accident book entry, investigation and comply with any notification and reporting requirements.

Alcohol and Drugs Misuse

Description

There is evidence that the effects of drinking alcohol, or drug use or misuse, can reduce personal performance and potentially increase absence rates. Any form of drug or alcohol related problem is a very serious matter and in some circumstances may be a criminal offence. The scope of this policy extends to alcohol, illicit drugs or substances and over-the-counter or prescription medication if abused or taken in an irresponsible manner.

Associated Hazards

- Impairment of co-ordination
- Inability to drive or use equipment safely
- Lack of awareness, judgement and sense of danger
- Heightened sense, and use of aggression towards others
- Overconfidence in potentially dangerous situations.

Employer's Responsibilities

Spinwell Global Limited will:

- Seek to identify problems at an early stage and thus minimise the risk posed to the health and safety of employees and others
- Ensure that appropriate arrangements are in place to minimise the likelihood of alcohol, drugs and substance abuse occurring
- Recognise that drug and alcohol problems are medical conditions that are potentially treatable
- Treat all information in the strictest of confidence.

Disciplinary Procedures

- If an alcohol or drug related problem comes to light that results in unacceptable behaviour or performance it may be dealt with in accordance with Spinwell Global Limiteds disciplinary or capability procedures
- Behaviour or performance which is found to be unacceptable and related to alcohol or drug abuse, may, depending on the circumstances of the individual case, result in summary dismissal.

Employees Responsibilities

Employees will:

- Inform your line manager if you are taking any prescription medications that may affect your ability to safely operate vehicles, equipment or machinery or to carry out your duties
- Not attend work at any time whilst under the detrimental influence of alcohol or drugs
- Seek help voluntarily if they recognise they have an alcohol or drug related problem
- Inform the Head of Operations if they are aware that any employees have an alcohol or drug related problem that is affecting their work. This will ensure that employees receive the necessary support and assistance.

Contractors

Description

A contractor is anyone who is undertaking work on our behalf but is not a direct employee. Contractors may be employed to undertake maintenance, repairs, installation, construction, window cleaning, engineering and many other jobs. Work undertaken for a client by a contractor is usually covered by a civil contract.

Whilst it is good practice for health and safety requirements to be written into such contracts, health and safety responsibilities are defined by criminal law and cannot be passed on to another by a contract.

Thus, in any client/contractor relationship, both parties will have duties under health and safety law. Contractors are especially vulnerable and may put the client's own employees at risk.

Associated Hazards

- Movement of site traffic
- Excavations
- Working at height
- Manual handling injuries
- Hazardous materials/substances.

Employer's Responsibilities

Spinwell Global Limited will ensure that competent contractors are selected and appointed having regard to:

- Hazards on site
- Site rules and safety procedures
- The need for and selection of protective clothing
- Any special equipment required
- Information, instruction and training.

Other issues to be addressed are to:

- Ensure that risks associated with the work are assessed
- Include contractor's operations in all safety audits/inspections, paying special attention to access and egress
- Inform employees where contractors are working in their particular area

- Manage, supervise, co-operate with and co-ordinate contractors when on site
- Ensure that contractors provide and use safe plant and equipment and all necessary PPE
- Check that work has been completed satisfactorily and the area has been left in a safe condition ensuring all debris and tools have been removed.

Contractor's/Sub-Contractor's Responsibilities

All sub-contractors undertaking work on our behalf:

- Must accept responsibility for complying with the provisions of the Health and Safety at Work etc. Act 1974 and all other relevant statutory provisions in respect of the work comprising the contract
- Must provide suitable and appropriate supervision to plan, control and monitor their operations having carried out risk assessments for the work
- Must agree risk assessments and any method statements with the client before work commences
- Must inform the client of any unforeseen hazards arising from the work to enable the necessary precautions to be put in place
- Shall undertake electrical work and work involving the use of electrical tools and equipment in accordance with the appropriate regulations
- Must ensure plant and machinery brought on site is fully guarded and complies with the requirements of the Provision and Use of Work Equipment Regulations (PUWER)
- Must make available for inspection, test certificates issued by a competent person for equipment such as lifting equipment, air compressors and pressure plant
- Must report all accidents to the client immediately so that they can record the incident in the accident book.

Employees Responsibilities

Employees will:

- Immediately report any unsafe practices or concerns to the senior person present.

Covid-19 And Pandemic Management

Where unprecedented situations, such as the Covid-19 pandemic occur, the Company will:

- Undertake a risk assessment reflecting all areas of Company activities in line with government guidelines and review as necessary in line with lessons learned and changes in government guidelines and legislation
- Inform employees and others as necessary, of the contents of the risk assessment
- Undertake audits and inspections where appropriate to check on compliance with the risk assessment
- Undertake staff health screening and return to work health checks where required by the relevant employment laws and risk assessment
- Consult with and provide information, instruction and training appropriate to the tasks to be completed to allow employees to undertake their work safely
- Provide appropriate PPE to employees where required
- Provide adequate information as to entry requirements and safe working procedures to those who may enter the premises, such as visitors
- Comply with the requirements of legally mandated government testing schemes and contact tracing
- Ensure that any pandemic procedures are compatible with existing infection control procedures, where established
- Provide suitable equipment to continue to operate such as cleaning equipment and PPE.

Employees Will:

- Comply with the contents and controls detailed within the Company risk assessments
- Comply with workplace procedures designed to mitigate against the effect of pandemics on the workplace, such as Covid-19
- Take care of themselves and others in the workplace where activities give rise to the potential for spread of infection
- Comply with the relevant Government guidelines and legislation in relation to their fitness to attend the workplace
- Follow any appropriate isolation/quarantine procedures which may be introduced in line with government guidance on travel
- Report any concerns or issues relating to non-conformance with pandemic controls to the person responsible
- Comply with testing requirements of the government and / or employer where there is a requirement to do so in line with legislation and / or risk assessment
- Comply with relevant contact tracing systems implemented by government, informing their employer where required to do so

- Notify their employer immediately should they be required to self-isolate in line with government and / or Company requirements.

Disciplinary Rules

Description

Spinwell Global Limited believes that health and safety is a critical factor that needs to be taken into account when running a business. To enable the Company to control safety, a number of safety rules have been established. Failure to comply with these rules may result in disciplinary action.

Employer's Responsibilities

Employees of Spinwell Global Limited may be dismissed for gross misconduct if, after investigation the Company believes that they have acted in any of the following ways:

- Deliberately breaking any written safety rules such as using a naked flame in a non-designated area etc
- Removed or misused any piece or item of equipment, label, sign or warning device that is provided by the Company (or its agents) for the protection and safety of its employees.

or failed to follow procedures for:

- Flammable / hazardous substances or toxic materials
- Items of lifting equipment / plant or machinery
- Behaved in any manner that could lead to accidents or injury, including horseplay, practical jokes etc
- Undertook any action that could interfere with an accident investigation.

Spinwell Global Limited will ensure that contact is made with the Advice Line at Citation Ltd prior to undertaking any disciplinary action.

Employees Responsibilities

Employees will:

- Co-operate with their employer and conduct themselves in a way that does not create risk of harm to themselves and others
- Not misuse or interfere with anything provided for health, safety and welfare
- Report any identified hazards to their employer
- Comply with clearly indicated and specific safety rules
- Wear safety clothing or equipment provided

Display Screen Equipment (DSE)

Description

Display Screen Equipment (DSE) based work can potentially have serious effects on health.

DSE users can experience a range of physical and psychological health problems including eyestrain, blurred vision, headaches, and musculoskeletal problems including repetitive strain injury (RSI) and work related upper limb disorders (WRULD).

Problems are caused by a combination of badly designed jobs, equipment and work environment. However, most of these conditions are preventable by giving attention to the way in which work is organised, and providing appropriate equipment and workplaces.

Associated Health Issues

- Musculoskeletal injuries
- Work related upper limb disorders (WRULD)
- Repetitive Strain Injury (RSI)
- Visual fatigue and headaches
- Stress.

Employer's Responsibilities

Spinwell Global Limited is committed to ensuring that employees are not subjected to adverse health effects as a result of the use of display screen equipment. For the purpose of this policy, a user is defined as someone who is required to use DSE equipment for a significant part of their working day.

Spinwell Global Limited will:

- Identify all DSE users as defined by regulations
- Undertake workstation risk assessments with the involvement of employees
- Reduce the risks associated with DSE use to the lowest reasonably practicable level
- Provide suitable work equipment
- Provide all DSE users with sufficient information, instruction, training and supervision
- Incorporate task changes within the working day in order to prevent intensive periods of on-screen activity. Ensure arrangements for regular breaks

- Arrange and pay for eye and eyesight tests on request by identified DSE 'Users'
- Contribute towards corrective appliances (glasses), where recognised 'Users' require these solely and specifically for working with DSE.

Spinwell Global Limited will ensure that, where required all new-starters complete a DSE assessment questionnaire.

Where a user raises a matter related to health and safety in the use of display screen equipment, Spinwell Global Limited will:

- Take all necessary steps to investigate the circumstances
- Review the DSE risk assessment and implement any additional control measures required
- Ensure appropriate corrective measures are taken
- Advise the user of the actions taken.

Employees Responsibilities

Employees will:

- Inform their Line Manager in confidence as soon as possible, if a health problem arises through the use of display screen equipment
- Work in accordance with any advice or guidance given by the Company
- Familiarise themselves with the contents of the relevant risk assessments
- Request Spinwell Global Limited to arrange and pay for eye and eyesight tests where required and if the employee is identified as a user of DSE equipment.

Driving At Work

Description

It has been estimated that up to one third of all road traffic accidents involve somebody who is 'at work' at the time, making work-related road collisions the biggest single safety issue for many UK businesses. Promoting safe driving practices and a good safety culture at work is also beneficial to private driving, and could reduce the potential for employees getting injured in a road traffic accident whilst away from work.

Associated Hazards

- The driver: competency, training, fitness and health
- The vehicle: suitability, mechanical condition, safety equipment (seat belts) and ergonomic considerations
- The journey: routes, scheduling, time, distance, weather conditions
- Crime: theft, violence, personal injury, property damage
- Breakdowns and other emergencies.

Employer's Responsibilities

Spinwell Global Limited will ensure that:

- Risk assessments are carried out for all work related driving activities
- Appropriate control measures are implemented and communicated to employees
- Drivers are competent to drive, hold a valid driving licence, are suitably insured, are familiar with the vehicle, understand the risk assessment findings and control measures and have received appropriate training, as necessary
- Journeys are planned. Scheduling will take into account routes, times, distances and weather conditions
- Drivers are instructed on the need to carry out basic safety checks and instructed on what to do in the event of an emergency
- Vehicles are fit for the task and regularly maintained in a roadworthy condition. Privately owned vehicles will not be used for work purposes unless insured for business use and have a MOT certificate, where required
- Company vehicles carry suitable equipment, based on risk assessment, to aid in an emergency, breakdown or bad weather conditions. Equipment may include First aid kits, mobile phones, de-icing equipment, personal protective equipment (PPE), etc
- Any persons, equipment, chemicals or medicines carried in the vehicle are properly secured following, where relevant, manufacturer's recommendations.

Mobile Telephones

The Road Safety Act sets fixed penalty fines and points for using a hand-held phone whilst driving. Penalties also apply for not having proper control of a vehicle - a measure that can also be used where a driver has been distracted by using a hands-free mobile phone.

Where necessary, hands-free kits will be provided to employees who are required to use mobile telephones whilst working away from the premises.

Under no circumstances are employees permitted to use hand-held telephones other than via hands free kits, or similar hand-held devices whilst driving. The prohibition also applies when stationary at traffic lights or other delays that may occur.

Mobile Phone Use

If mobile phones are used whilst driving it is important that the phone is held in a cradle.

Drivers still risk prosecution (for failure to have proper control) even if they use hands-free phones when driving.

The following guidance is given to all drivers who are required to use mobile phone hands-free kits:

- Only use the phone when it is safe to do so
- Understand how your phone operates
- Only acknowledge incoming calls on a hands-free system where answering is automatic or one touch button
- Only use short responses and indicate that you will return the call when it is safe to do so. Only use the mobile phone when it is essential to do so and do not talk longer than is necessary
- Whenever possible, drivers should not make outgoing calls whilst driving
- When making calls to, or receiving calls from mobile phones, always ask whether it is safe to speak.

Employees Responsibilities

- Employees must follow any advice, information, instruction and training given by the employer
- All employees who are expected to drive on company business must have a valid drivers' licence for the class of vehicle they are driving
- Employees must provide a copy of their driving licence, on request and declare any driving convictions. Employees using their own vehicles for work should also provide a copy of their insurance certificate and a valid MOT certificate for the vehicle where applicable

- Drivers must ensure, so far as is reasonably practicable, that the vehicle is adequate for the purpose including being roadworthy, is in safe mechanical condition, is not overloaded, loads are secure and seat belts are worn
- Drivers shall comply with traffic legislation and The Highway Code, be conscious of road safety and demonstrate safe driving
- Employees driving vehicles on company business will not be under the influence of drink or drugs and must not drive whilst disqualified
- Drivers must stop after a crash or similar incident with which they are involved
- Employees must inform management if they become aware of any medical condition or take medication that might affect their ability to drive
- Promptly report defects, hazards and concerns to management.

Personal Safety – Staying Safe In Your Vehicle

Plan Ahead

- Check your route, keep a map in the vehicle
- Check if the place you are visiting has parking. If not, try and use a manned, well-lit car park
- Check you have enough fuel or power source
- Check basic vehicle maintenance, i.e. oil, water, tyre pressure etc
- Check vehicle breakdown cover and keep the number with you
- Check you have something in the vehicle to keep you warm, e.g. coat or blanket, bottle of water, food snack and a torch in the event of unexpected, lengthy delay due to road traffic accident or inclement weather
- Ensure your office know where you are travelling to, whom you are meeting, and your expected time of return. Inform them if you change your journey plan
- Take a mobile phone with you and ensure it is fully charged (do not use the phone whilst driving)
- Keep any valuables, including handbags, mobile phones and laptops out of sight. They can easily be snatched when you stop at traffic lights, especially if windows are left open and doors unlocked
- Do not leave luggage or documents on display within your vehicle
- Do not leave the parking ticket on display – unless it is a requirement of the car park facility
- When returning to your vehicle, immediately lock the doors and drive off promptly

- Avoid taking unnecessary risks – be aware - if someone is flagging you down it may not be genuine. You may be as much help by reporting the incident by phone to the emergency services
- Do not get into a vehicle with a stranger, or offer a stranger a lift.

In The Event Of A Vehicle Breakdown

- Try to reach the side of the road and contact the vehicle breakdown services. Advise them if you feel vulnerable and if you're alone
- Switch on hazard warning lights
- Avoid opening doors or windows to converse with strangers.
- If you decide to get out of the vehicle and await breakdown assistance (this is dependent on how safe you feel outside the vehicle) ensure you take the ignition key with you. Lock all the doors with the exception of the passenger door. This should be left wide open so you can quickly get back into the vehicle. If you breakdown on a motorway hard shoulder it is always advisable to get out of the vehicle and await assistance behind a barrier or away from the road side
- When the breakdown vehicle arrives, check they know your name and have your details – especially if the vehicle you were expecting is not clearly identifiable.

Electricity

Description

The safe management of electrical installations and equipment is essential to our business. It is therefore imperative that electrical systems and equipment are designed, constructed, selected, maintained and used with care. Not only is there a potential for harm, but loss of power supply could impact our ability to conduct business and force temporary closure.

Associated Hazards

- Direct or indirect contact with live parts, causing shock, burns, heart fibrillation and tissue damage
- Faults that could cause a fire due to equipment overheating
- Fire or explosion where electrical arcing could be the source of ignition
- Contact with overhead lines.

Employer's Responsibilities

With regard to fixed installations Spinwell Global Limited will:

- Consider the design, construction and selection of electrical equipment for use in the workplace
- Ensure that electrical installations and equipment are installed, maintained, and inspected in accordance with BS 7671 – The IET Wiring Regulations (as amended)
- Review recommendations made by inspecting engineers
- Exchange safety information with contractors to enable compliance with the company's health and safety arrangements
- Identify all main circuit breakers/isolators to ensure relevant persons understand how to isolate the equipment or building services safely in the event of an emergency
- Promote and implement a safe system of work such as a lock-off procedure for isolation of electrical supplies during maintenance, inspection and testing
- Where it is considered necessary, ensure that the design and construction of structures and systems include protection against lightning
- Monitor the condition of electrical equipment, plant and accessories and take appropriate action to prevent danger if faults are identified
- Provide appropriate work equipment such as 110V plant and power tools for harsh environments

- Ensure that employees who carry out electrical work are trained and competent to do so
- Provide suitable personal protective equipment as necessary, maintain it in good condition and replace damaged or lost items as necessary
- Ensure that tools and equipment meet relevant standards, are CE and UKCA marked and are suitable and adequate for electrical working
- Maintain secure access to electrical cupboards and fuse boards and keep the areas free of flammable or combustible materials.

Portable equipment and testing

Definition - Equipment, which is not part of a fixed installation but is able to be connected to a fixed installation, or a generator, by means of a flexible cable via a plug and socket assembly.

This includes equipment that is either hand-held or hand operated while connected to the supply, or is intended to be moved while connected to the supply.

Spinwell Global Limited is responsible for ensuring that all portable electrical appliances are maintained in a safe condition and inspected at suitable intervals. Equipment will be marked to identify the date tested. The results of inspections shall be logged and records made available for inspection.

Experience of operating the maintenance system over a period, together with information on faults found, should be used to review the frequency of inspection. It should also be used to review whether and how often equipment and associated leads and plugs should receive a combined inspection and test.

Any defective equipment will be removed from use until it can be repaired/replaced, with remedial action being recorded. All items of equipment that cannot be repaired will be withdrawn from use. Under no circumstances will any makeshift or temporary electrical repairs be made on any electrical equipment.

On occasion, we may hire-in equipment from a reputable supplier. This equipment must be treated the same as company equipment and not subjected to abuse or neglect.

Employees Responsibilities

Employees have a responsibility for:

- Co-operating with management arrangements for electrical safety in the workplace
- Visually checking equipment before use for any obvious defects such as cable or casing damage or scorch marks
- Reporting any defects, faults or dangerous activities
- Using equipment only in line with the manufacturers operating instructions e.g. jet washer used with additional RCD or RCBO protection

- Complying with safety rules and use work permits/lock out procedures as applicable
- Not bringing personal electrical equipment onto company premises without prior authorisation from management. If allowed, any such equipment must be tested in accordance with company procedures.
- Gaining permission before using extension leads or adaptors.
- Switching off any non-critical equipment when not in use.
- Not attempting repairs to electrical appliances or circuits unless qualified to do so.
- Exercising caution when placing drinks near to appliances or power outlets.

Fire

Description

Fire prevention is an important obligation for all businesses. Spinwell Global Limited has a responsibility for ensuring the health, safety and welfare of all employees and others who may have access to the workplace as well as adjoining businesses or premises. These general duties include safety in relation to fire hazards, both from the work processes and activities, as well as general fire safety in the workplace.

It is the responsibility of Spinwell Global Limited to ensure that all employees, visitors, relevant persons and contractors are protected from the risks of fire. In order to achieve this, appropriate fire prevention, precautionary and evacuation measures shall be taken in compliance with the relevant fire legislation and recognised good practice standards.

Associated Hazards

- Flames and heat
- Smoke and toxic fumes
- Reduced oxygen
- Collapse of buildings.

Employer's Responsibilities

Spinwell Global Limited will ensure that:

- All employees receive comprehensive induction before commencing work, to ensure that they are fully aware of all the arrangements in place to facilitate a safe evacuation
- A fire risk assessment for the relevant premises* is undertaken (and regularly reviewed) which clearly sets out identified control measures
- A register of employees is kept up-to-date and will be taken to the fire assembly point in the event of an evacuation
- It takes account of people with disabilities when determining fire safety arrangements and evacuation procedures for buildings under its control
- The requirements for employees training in fire safety are adhered to
- A fire logbook is kept up-to-date and that it is available, on request, to the enforcement agencies
- The fire alarm and all associated equipment is tested in line with current guidance and tests are recorded in the fire logbook
- All fire-fighting equipment is tested on a regular basis as per the manufacturer's guidelines and records kept

- A fire evacuation drill is carried out at least annually which will be recorded in the fire logbook
- Any emergency lighting and emergency exit lights are tested according to current guidelines and tests recorded
- All hazardous chemicals, gases and other hazardous materials are recorded and an inventory kept for information/inspection by the enforcing authorities
- A regular check is made to ensure escape routes and doors are not obstructed. Fire exit doors should be unlocked and available for use at all times when persons are in the building. Fire doors should be closed at all times and not wedged open
- Where dangerous substances (classified as explosive, oxidising, extremely flammable, highly flammable) can cause harm from fire or explosion and are stored or used in the workplace, a competent person will need to prepare and implement a suitable and sufficient risk assessment and comply with the requirements of the Dangerous Substances and Explosive Atmospheres Regulations, DSEAR.

***Note: either employers or persons in control of the premises have a duty to carry out a fire risk assessment**

Employees Responsibilities

Employees are required to:

- Practice and promote fire prevention
- Raise the alarm on discovery of a fire
- Report any concerns regarding fire safety to management, so that any shortfalls can be investigated and remedial action taken
- Receive basic training in the action to take in the event of fire
- Follow instructions and training in relation to fire safety in the workplace
- Co-operate with management arrangements for fire prevention in the workplace
- Accept individual responsibility to take reasonable care for the health and safety of themselves and for any other person who may be affected by their acts or omissions.

Spinwell Global Limited does not expect employees to fight fires, however, extinguishing action can be undertaken if it is safe to do so and you have been trained. On no account should a closed room be opened to fight a fire.

First Aid In The Workplace

Description

People at work can sustain an injury or become ill and it is important that they receive immediate attention and that an ambulance is called for in serious situations. The provision of adequate first aid cover is essential, it can save lives and prevent minor injuries becoming major ones.

Associated Hazards

- Bodily injuries: blows, cuts, impact, crushing, stabs, cuts, grazes, scalds, falls
- Illnesses: asthma, diabetes, epilepsy etc.

Employer's Responsibilities

Spinwell Global Limited will:

Carry out a first aid risk assessment for each workplace to identify:

- The level of first aid cover required, e.g. 'First-Aiders' (i.e. those who have either a First Aid at Work or Emergency First Aid at Work certificate) or 'Appointed Persons'. Consideration will be given to cover annual leave, sickness etc
- First aid equipment and facilities
- Emergency procedures
- Ensure employees are aware and kept aware of the first aid arrangements for each workplace including in vehicles and on third party premises
- Provide the minimum numbers of first aid personnel at all times
- Display the names of trained first aiders and the location of first aid kits
- Regularly monitor the contents of first aid kits and replenish stock
- Provide training and refresher training of First Aiders and Appointed Persons
- Dispose of contaminated waste properly.

First Aid Kits In Vehicles

Where at-risk employees travel in and operate from a specific vehicle, the First Aid kit may be allocated to the vehicle (where it must remain) rather than an individual. The contents of these first aid kits must be monitored.

First Aid Provision For Non-Employees

Whilst the Health and Safety (First Aid) Regulations place a duty on employers to make provision for their own employees, there is no legal responsibility towards non-employees. However, the Health and Safety Executive (HSE) strongly recommends they be included in an organisation's first aid provision. Therefore, when calculating the number of First Aiders for a workplace, the number of persons that may use or be present in the building at any one time should be taken into account.

First-Aiders Are Responsible For:

- Undertaking an appropriate training course and, if required, attending refresher courses annually with requalification after 3 years from initial completion
- Ensuring that their First Aid at Work or Emergency First Aid at Work Certificate is kept up to date
- Assessing the immediate situation where first aid is being applied, acting without placing themselves or others in danger and making the area safe
- Administering first aid as required but within their capabilities. Where there is any doubt, managing the situation while waiting for medical assistance to arrive.

Appointed Persons Are Responsible For:

- Calling for the appropriate medical assistance
- Keeping first aid signs up to date and legible
- Ensuring first aid kits are checked regularly and contents are in date
- Notifying the designated person if there are any entries in the accident book.

Employees Responsibilities

To reduce the risks of suffering personal injury or delay in getting treatment, employees must:

- Co-operate with management arrangements for first aid in the workplace
- Know the procedure for summoning help
- Follow any guidance or instruction given, to prevent injury or ill health
- Report any hazardous or dangerous situations to the employer.

Hazard Reporting

Description

A hazard is something that has the potential to cause harm, ill health or injury. The associated risk is the likelihood that a hazard will cause harm, during the course of the work activity, and the severity of any potential injury.

Associated Hazards

- Tripping on trailing wires or loose floor coverings
- Faulty electrical fittings
- Unguarded edges or obstructed emergency exit routes.

Note - This list of hazards is not exhaustive.

Employer's Responsibilities

- Spinwell Global Limited accepts that some of its work activities could, unless properly controlled, create hazards to employees and other people. To reduce the likelihood of injury or loss we will take all reasonable steps to reduce the risks to an acceptable level.
- Consequently, Spinwell Global Limited will inform employees of likely hazards by means of risk assessments, information, instruction, signage, training and documentation.
- To aid the recording of hazardous situations Spinwell Global Limited has implemented a hazard reporting procedure for employees, this will encourage safety awareness in the workplace. By encouraging the workforce to use these systems, accidents should be reduced which will lead to a safer working environment and more positive safety culture. In turn, this should improve the attitude of the workforce towards safety.

Hazard reporting includes 'near miss' reporting. Near misses are hazardous incidents with the potential to cause an injury or damage, e.g. employee tripped over a trailing cable but no actual injury occurred.

Employees Responsibilities

- Employees will use the employer's hazard reporting system as a means of communicating potentially dangerous situations or practices that may be present in the workplace
- When a hazard has been identified it must be reported immediately to your supervisor. It is their duty to assess the situation and introduce the necessary control measures, so far as reasonably practicable, to prevent injury or unsafe conditions.

Health Conditions

Description

Spinwell Global Limited is aware that people who have underlying health conditions may not wish to reveal their health problem. However, workplace adjustments can only be made if the individual is willing to let them as the employer know about the condition. Such conditions could include but not be limited to Diabetes, Epilepsy and Asthma (including Occupational).

Disclosure should help the individual in their job and facilitate help and support from management and colleagues.

Employer's Responsibilities

Spinwell Global Limited will:

- Carry out a risk assessment of each job (including lone working) to determine whether there are any significant health and safety risks, considering individual circumstances
- Ensure all employees complete a health screening questionnaire on starting with the Company
- Introduce the appropriate control measures to remove the risk or manage it
- Meet the cost of making reasonable adjustments, depending on the nature of the adjustment
- Permit employees with an underlying health condition to liaise with Spinwell Global Limited and organise their work area and work time accordingly and in line with guidance/supervision, except in exceptional cases where it is operationally impossible
- Allow more time and greater flexibility for induction training and choose the location for this carefully
- Establish procedures for dealing with the underlying health conditions in conjunction with any affected employees
- Allow agreed leave for counselling, supervision, management sessions, eye examinations or treatment
- Identify any specific training needs of the individual
- Make provision for employees with underlying health conditions within the arrangements for first aid, fire and emergency evacuation. This may include appointing another individual to ensure affected employees are supervised through evacuation.

Employees Responsibilities

- To co-operate with the employer in relation to health and safety arrangements
- Notify the employer of any prescriptive medication, general sale medication or pharmacy medicines that would affect the ability to work safely e.g. drowsiness
- Follow any training, guidance and instruction
- Report any accident or incident to the employer.

Note: The following list is not exhaustive and other health conditions diagnosed in conjunction with the individuals appointed GP and health specialist should be dealt with in a similar fashion.

Additional responsibilities for employees with underlying health conditions:

Cancer:

Employees suffering from Cancer have an additional duty to:

- Notify the employer if their Cancer could have an adverse effect on their day-to-day ability to work or if the condition could increase the risk of an accident at work.
- Notify the employer if taking medication that could have an adverse effect on their health and safety or that of others.
- Notify the employer and DVLA if their doctor says they might not be fit to drive, or their medication causes side effects which could affect their ability to drive.

Diabetes:

Employees suffering from Diabetes have an additional duty to:

Notify the employer and the DVLA if:

- receiving treatment with insulin where the job entails driving any type of vehicle or
- receiving any type of medication for diabetes where the job entails driving Group 2 vehicles (bus, coach or lorry).
- Inform the employer if they need access to a fridge or cold flask for storing insulin
- Inform the employer if they need a private area in which to check blood sugar levels

- Inform the employer if they need to maintain a check on blood sugar levels throughout the day and to take regular breaks
- Inform the employer if they need access to the services of their G.P. or diabetic nurse during the working day.

Epilepsy:

Employees suffering from Epilepsy have an additional duty to:

- Alert the employer if their epilepsy is having an adverse effect on their day-to-day ability to work
- Where necessary, to inform the employer if the condition could increase the risk of an accident at work
- If part of their job includes driving, to notify the employer and the DVLA if receiving treatment or tablets. Notification to the DVLA is a strict legal requirement.

Haemophilia:

Employees suffering from Haemophilia have an additional duty to:

- Inform the employer if their bleeding disorder is going to affect their ability to do their job or if they need specialised equipment or work wear.
- To be as prepared as possible for a bleed at work
- Inform the employer if they need a private place at work where they can administer their own treatment if the need arises.

Hypertension:

Employees suffering from Hypertension have an additional duty to:

- Notify the employer if they experience any symptoms that could affect their ability to operate plant or machinery.

Inform DVLA if driving a group 2 vehicle (bus, coach, or lorry)

- They must stop driving if a doctor says they have malignant hypertension. They can only drive again when both the following apply:
- a doctor confirms that their condition is well controlled
- their blood pressure is consistently below 180/110mmHg for cars or 180/100mmHg for group 2 vehicles.

Lupus:

Employees suffering from Lupus have an additional duty to:

- Notify the employer and the DVLA if they experience any symptoms that could affect their ability to drive or put their safety and the safety of those around them at risk, such as cognitive issues affecting their ability to concentrate
- If they are asked if they are disabled for the purposes of the Equality Act or the Disability Discrimination Act, they must answer yes, regardless of whether they consider themselves to be disabled.

Mental health disorders:

Employees suffering from mental health disorders have an additional duty to:

- Notify the employer if their mental health disorder is having an adverse effect on their day-to-day ability to work or if the condition could increase the risk of an accident at work
- Notify the employer if taking medication that could have an adverse effect on their health and safety or that of others
- Some mental health disorders also affect the ability to drive safely and will need to be reported to the employer and the DVLA. If they are unsure they can check on the DVLA website. <https://www.gov.uk/health-conditions-and-driving>.

Multiple Sclerosis:

Employees suffering from Multiple Sclerosis have an additional duty to:

- Alert the employer if their multiple sclerosis is having an adverse effect on their day-to-day ability to work
- Where necessary, to inform the employer if the condition could increase the risk of an accident at work
- If part of their job includes driving, to notify the employer and the DVLA. Notification to the DVLA is a strict legal requirement
- If they are asked if they are disabled for the purposes of the Equality Act or the Disability Discrimination Act, they must answer yes, regardless of whether they consider themselves to be disabled. These laws specifically define MS as a disability from the point of diagnosis.

Musculo-skeletal disorders:

Employees suffering from musculo-skeletal disorders have an additional duty to;

- Notify the employer if their musculo-skeletal disorder is having an adverse effect on their day-to-day ability to work or if the condition could increase the risk of an accident at work
- Notify the employer if taking medication that could have an adverse effect on their health and safety or that of others
- Some musculo-skeletal disorders also affect the ability to drive safely and will need to be reported to the employer and the DVLA. If they are unsure they can check on the DVLA website. <https://www.gov.uk/health-conditions-and-driving>

Health Surveillance

Description

Health surveillance is conducted by observing and communicating and systematically watching for early signs of work-related ill health in workers exposed to certain health risk. Health surveillance is essential if there is an identifiable disease or adverse health effect which is related to the employees exposure to a health risk, where this has been identified by a risk assessment.

Health surveillance is necessary where: -

- There is an identifiable disease or health condition that may occur
- There are valid techniques available to detect the early signs of the disease or health effect
- and these techniques do not pose a risk to employees.

It requires the implementation of certain procedures to achieve this, including simple methods carried out by employer who has been trained (e.g. looking for skin damage on hands), or issuing health screening questionnaires, or technical checks (e.g. audiology tests) undertaken by an occupational health professional or more involved medical examinations (e.g. lung function tests).

Some hazardous substances will require health surveillance as a condition of use e.g. lead, asbestos, ionising radiation.

Health surveillance records should be kept confidential by Human Resources or an occupational health professional for forty years and include: -

- Surname and forename
- Permanent address
- Sex
- Date of birth
- National Insurance Number
- Date of commencement of present employment
- A historical record of jobs involving exposure to the hazardous substances requiring the health surveillance.

Recorded details of each health surveillance check should include:

- the date they were carried out and by whom
- the outcome of the test/check

- the decision made by the occupational health professional in terms of fitness for task and any restrictions required. This should be factual and only relate to the employees functional ability and fitness for specific work, with any advised restrictions.

Associated Hazards

- Noise
- Whole body or hand-arm vibration
- Solvents
- Fumes
- Dusts
- Biological agents
- Other hazardous substances
- Silica dust
- Asbestos
- Work in compressed air
- Ionising radiation
- Diving
- Electromagnetic Field
- Metal working fluids
- Confined space
- Lead
- Night work
- Welding fume

Health Effects

Examples include:-

- Dermatitis
- Occupational Asthma
- Hand arm vibration
- Asbestosis

- Hearing loss

Employer's Responsibilities

Spinwell Global Limited will: -

- Carry out a risk assessment to ensure appropriate risk assessments take into account health surveillance requirements to identify the health hazards within the workplace and communicate the findings to appropriate employees
- Ensure that resources are available for health surveillance needs
- Appoint competent people to assist with health surveillance
- Take any necessary measures to remedy any risks found as a result of the assessment
- Ensure that all employees, including new employees are included in health surveillance programmes
- Ensure that employees transferring to different work activities are included in the health surveillance programme if required
- Provide employees with relevant information, instruction and training
- Communicate the results of health surveillance to relevant employees
- Ensure that employees and their representatives are consulted on the need and procedures for health surveillance
- Ensure that personal files are kept up-to-date
- Ensure that employees attend the health surveillance programme
- Ensure that sickness absence is monitored, and employees are referred to management if the reason for absence is thought to be work-related
- Provide personal protective equipment where required
- Monitor and review the effectiveness of the arrangements
- All occupational health issues should be reported to senior manager for escalation.

Employees Responsibilities

All employees will: -

- Advise Senior Manager of any significant health issues
- Report any significant changes in their health to Senior Manager in intervals between health surveillance sessions

- Cooperate with health surveillance programmes where a risk assessment has established the requirement
- Cooperate with other risk reduction measures for the protection of their health
- Attend health surveillance appointments or organise in advance for a change of appointment time if original is inconvenient
- Attend appropriate training in relation to workplace hazards and health surveillance.

Homeworking

Description

A homeworker can be considered as those who use their home as their office or place of work for much or all of their time. Most home working is office type work, which is a low-risk activity, but other situations may include higher risk activities.

Employers do not have direct control over the homeworking environment and therefore reliance is placed upon the provision of information, instruction and training to employees to maintain health and safety compliance.

Associated Hazards

- Use of electrical equipment
- Faulty or non-maintained equipment
- Lone working
- Exposure to chemicals/hazardous substances
- Manual handling and upper limb disorders
- Effects of display screen equipment use
- Stress and isolation
- Slip, trip and fall hazards
- Fire hazards
- Travelling

Employer's Responsibilities

Spinwell Global Limited realise that there may be concerns surrounding homeworking, to allay these fears we will:

- Produce a suitable and sufficient assessment of the risks to the health and safety of these employees and others who may be affected and communicate such risk assessments to employees
- Identify the preventative and protective measures needed, so far as is reasonably practicable
- Provide suitable DSE training to employees so to enable those employees to carry out their own Display screen equipment assessments
- Review completed DSE assessments and supply and maintain suitable equipment, where necessary, to allow employees to work safely

- Encourage staff to maintain good housekeeping so to prevent slips, trips and falls and fires
- Encourage staff to test battery powered fire detection systems regularly
- Provide employees with suitable equipment, where required, to enable effective communication, such as: computer, phone and video conferencing equipment
- Ensure regular consultations are arranged to prevent these employees feeling isolated from the rest of the business
- Check that lone workers have no medical conditions, which make them unsuitable for homeworking
- Supervision of lone workers will be provided which will be based upon the findings of the risk assessment
- Establish risk assessments and emergency procedures in consultation with employees
- Provide access to first aid facilities as identified by the work activity risk assessment
- Establish an emergency point of contact and communicate this contact to our employees
- Ensure that appropriate support is given to staff following an incident
- Ensure homeworkers are covered by the Employer's Liability Insurance cover.

Employees Responsibilities

Employees who are recognised as homeworkers, must:

- Co-operate with the employer by following rules and procedures designed to protect their safety as a homeworker
- Manage their time efficiently so as to carry out their daily tasks
- Report any damage to work equipment using Spinwell Global Limited reporting procedure
- Report all incidents relating to homeworking using Spinwell Global Limited reporting procedure.

Information, Instruction, Supervision and Training

Description

Preventing accidents and ill health caused by work is a key priority for Spinwell Global Limited. Health and safety information, instruction, supervision and training helps the Company to ensure our employees are not injured or made ill by the work they do, promotes a positive safety culture, where safe and healthy working becomes second nature to everyone and enables the Company to meet its legal duty to protect the health and safety of our employees.

Employer's Responsibilities

- Consult with relevant persons to identify the information, instruction, supervision and training required, taking into account the level of skills, knowledge and experience required, the risks identified in the workplace and any relevant, specific individual needs
- Undertake a training needs assessment for all employees and provide the necessary training identified
- Ensure that the demands of the job do not exceed the employees ability to carry out their work without risks to themselves and others
- Prioritise information, instruction, training and supervision based on risk assessment and ensure that any high risk needs are met first
- Determine the most suitable method for delivery of the information, instruction and training, including the use of internal and external providers
- Assess the suitability of the information, instruction, supervision and training and its effect on the employee and/or the business to enable changes, modifications or additions to be made if required.

Specifically, Spinwell Global Limited will provide information, instruction, supervision and training for employees: -

- On recruitment/induction
- When moving persons to another task or promotion
- When the workplace environment, process, equipment or system of work is changed
- If a review of risk assessments, safe systems of work and training needs determines a refresher program is required.

Suitable records will be maintained of all information, instruction and training provided.

Employees Responsibilities

Employees will: –

- Attend any training courses identified as necessary
- Follow training, guidance and instruction to prevent injury or ill health
- Only undertake duties if they have been deemed competent to do so following suitable instruction and training
- Report to their line manager any hazardous or dangerous situations.

Lone Working

Description

Lone workers can be anyone who works on their own without direct contact or supervision. Examples include: a person working on their own in a workshop, home workers, persons working in an office on their own, persons working outside normal hours on their own and mobile or peripatetic workers.

Associated Hazards

- Accidents
- Fire
- Inadequate provision of rest, hygiene and welfare
- Violence whilst at work
- Manual handling activities
- Transport breakdown/accident en route
- Severe weather conditions
- Tracing of home address through vehicle registration
- Injury received whilst entering unsafe premises
- Poor visibility and lighting.

Employer's Responsibilities

Spinwell Global Limited realise that there may be concerns surrounding lone working, to allay these fears we will: -

- Identify all employees who are lone workers
- Make a suitable and sufficient assessment of the risk to the health and safety of these employees and others who may be affected
- Identify the preventative and protective measures needed, so far as is reasonably practicable
- Provide adequate security for lone workers, e.g. locks, CCTV
- Ensure that mechanisms are in place to account for and trace the whereabouts of employees who work alone and that these systems are regularly checked
- Ensure that training in interpersonal skills, managing aggression and personal safety, that emphasises prevention and the continual assessment of risk is in place and available to employees

- Check that lone workers have no medical conditions, which make them unsuitable for working alone
- Supervision of lone workers will be provided which will be based upon the findings of the risk assessment
- Establish emergency procedures in consultation with employees
- Consider installing or providing devices to raise an alarm in the event of an emergency, e.g. mobile phones, panic alarms, 'person- down' systems
- Provide access to first aid facilities as identified by the work activity risk assessment
- Ensure that appropriate support is given to employees following an incident
- Ensure lone workers are covered by the Employer's liability insurance cover.

Employees Responsibilities

Employees who are recognised as lone workers, must: -

- Co-operate with the employer by following rules and procedures designed to protect their safety as a lone worker
- Attend personal safety training programmes as directed by the employer
- Provide information on their whereabouts during working hours to the employer
- Report all incidents relating to lone working using Spinwell Global Limited reporting procedure.

Manual Handling

Description

Manual handling injuries can occur wherever people are at work. Manual labour, awkward postures, manual materials handling and previous or existing injury are all risk factors implicated in the development of manual handling injuries. Manual handling is defined as the supporting and transporting of a load by human effort and includes lifting, lowering, pushing, pulling or carrying.

Associated Hazards

- Heavy, unstable or unpredictable loads
- Restrictive working environment
- Uneven or wet floors
- Poor manual handling technique.

Employer's Responsibilities

Spinwell Global Limited will ensure that:

- Manual handling operations that present a risk of injury are identified
- Handling operations which present a risk of injury are avoided, so far as is reasonably practicable, by eliminating the need for the load to be moved or by the introduction of automation or mechanisation
- Those operations that cannot be avoided are assessed using an ergonomic approach that considers the Task, Individual capacity, Load and Environment (TILE) elements to determine the level of risk. The assessment will be recorded to show that it has taken place and to allow for easy review if circumstances change
- Measures required to eliminate the risk, or reduce it to the lowest level that is reasonably practicable, are identified from the information in the risk assessment and are used to implement a safe system of work
- Suitable, fit for purpose equipment including personal protective equipment (PPE) is provided to minimise harm from manual handling tasks
- Any new work that might involve manual handling operations is assessed and safe systems of work are implemented before the work commences
- Annual reviews of assessments are made to ensure that they are still valid but re-assessment is carried out immediately if any of the components of the work situation have changed

- Incidents that result in musculoskeletal injury to employees are fully investigated and risk assessments and systems of work are reviewed in the light of such incidents
- Employees recruited to posts involving manual handling are suitable for the work they are required to undertake, that job descriptions sent to applicants for employment include details of manual handling tasks where these are part of requirement of the post, and that employees in post continue to be suitable for the work
- Suitable information, training and supervision is provided for all employees engaged in manual handling tasks and that such training is recorded, monitored, evaluated and reviewed
- Sufficient information about loads and environment is given to other employers who have control of workers on the premises and to self-employed contractors that will enable them to meet their responsibilities under the regulations
- Premises outside the regular workplace at which employees may have to perform manual handling operations are taken into consideration when undertaking a manual handling assessment
- Any specific arrangements for complying with the Regulations that are introduced are documented and incorporated into the safety policy.

Employees Responsibilities

Employees involved with manual handling activity should:

- Follow the safe system of work designed and introduced by the employer and should not deviate from this without good reason
- Not undertake a manual handling activity when a reasonably practicable alternative exists
- Use any mechanical aids that have been provided for their use and for which they have been trained. Any faults with mechanical aids should be immediately reported to the employer
- Assist and co-operate with the process of the assessment of risk
- Assist the employer with the implementation of employees training, attend training sessions as required and should apply the knowledge gained from training to their daily work
- Report all accidents, injuries and near misses involving handling activities – however trivial
- Inform the employer if they are unable to undertake their normal manual handling duties because of injury, illness or any other condition

- Not undertake any manual handling operation that they believe is beyond their capability
- Report any unsafe systems of work to the employer.

Monitoring, Inspection And Review

Description

There is a legal requirement to monitor and review health and safety arrangements.

This enables organisations to assess how effectively risks are controlled in order to implement improvements, where required, and to develop a positive health and safety culture and safe working environment. The frequency of monitoring and review will be decided by the level of risks, competence of people, legal requirements, results of accidents and recommendations by manufacturers or suppliers of equipment.

Monitoring includes:

- Checking compliance in following the Health and Safety Policy, control measures stated in risk assessments and safe systems of work
- Inspecting and testing of work equipment
- Inspecting workplace locations and activities
- Checking competence of workers
- Checking the wellbeing and health of workers.

Employer's Responsibilities are to:

- Prepare and implement a plan for regular monitoring and inspection of health and safety arrangements
- Arrange with Citation Ltd for annual inspections of the workplace and processes to be undertaken
- Monitor employees health requirements and fitness to work, where applicable, e.g. eye tests, effects of noise and vibration, general fitness etc., as required by risk assessment
- Ensure competent persons regularly inspect, examine and test equipment, where applicable, following manufacturer's recommendations and at intervals, where set by statutory requirements
- Regularly inspect the workplace and activities to ensure a safe working environment
- Regularly check progress in complying with health and safety plans
- Regularly check employee and contractor competence during work activities to ensure they are working safely and are following the requirements of the employee handbooks, instructions, etc
- Review risk assessments at least annually, or where there has been a significant change in tasks, premises layout, equipment or personnel
- Record results of inspections and monitoring that is undertaken, e.g. using Citation stationery templates

- Gather and analyse data about injuries, cases of ill health (including monitoring of sickness absence records) and incidents with the potential to cause injury, ill health or loss. This data provides information about health and safety failures and gives the opportunity to learn from mistakes and to prevent recurrence
- Take any necessary remedial actions to safeguard the health and safety of employees, contractors, public or visitors where hazards, faults, omissions, non-compliances, lack of training, unsafe activities or conditions are found through complaints, inspection, monitoring and review
- Prioritise when, how and who implements any actions required
- Periodically review the whole of the health and safety management system including the elements of planning, organisation, control and monitoring to ensure that the whole system remains effective and legally compliant.

Employees Responsibilities

Employees must:

- Check equipment, including any personal protective equipment supplied, is safe before use
- Co-operate with management arrangements in respect of workplace inspections
- Follow any training, information, guidance and instruction given by the employer for checking and inspection of safe practices
- Report any hazards or defects to the employer immediately.

New And Expectant Mothers

Description

Spinwell Global Limited is committed to protecting the health and safety of all new and expectant mothers. The phrase "new and expectant mother" means an employee who is pregnant, or who has given birth within the previous six months or who is breastfeeding. "Given birth" is defined as having delivered a living child or, after 24 weeks of pregnancy, delivered a stillborn child.

Associated Hazards

- Physical agents (e.g. manual handling tasks or noise)
- Biological agents (e.g. infectious diseases)
- Chemical agents (e.g. certain hazardous substances)
- Working conditions (e.g. workload, working alone or stress).

Employer's Responsibilities

To safeguard the health and safety of new and expectant mothers, Spinwell Global Limited will:

- Consider, in general workplace assessments, any risks to the health and safety of female employees of childbearing age and, in particular, risks to new and expectant mothers
- Encourage employees to inform their Manager, as early as possible, if they become pregnant, are breastfeeding or have given birth in the previous six months
- Once notified, carry out a 'new and expectant mother' risk assessment in conjunction with the employee, reviewing the general risk assessments as part of that process, to identify any significant risks that need to be controlled or eliminated to ensure a safe working environment for the employee and her unborn baby
- Regularly review the 'new and expectant mother' risk assessment, taking into account any additional or heightened risks that may occur at different stages throughout the pregnancy and after her return to work. Incorporate into the assessment any advice provided by the employees GP or midwife
- Provide information, including the results of risk assessments, instruction, training and supervision to, and monitoring of, all new and expectant mothers
- Arrange for frequent rest breaks to be taken by the new or expectant mother
- Provide appropriate facilities for expectant and breastfeeding mothers to rest e.g. rest room equipped with a comfortable chair

- Allow the new or expectant mother to temporarily change her working conditions or hours of work, if necessary, to minimise the risks
- If, despite all practicable measures being taken, Spinwell Global Limited considers that there is an unacceptable risk to a new or expectant mother, or her unborn baby, Spinwell Global Limited will take all reasonably practicable steps to find suitable and appropriate alternative work for her. If none is available, the employee will be medically suspended from employment in accordance with the terms of the Employment Rights Act.

Employees Responsibilities

Employees will:

- Report to their employer as soon as pregnancy is confirmed
- Follow advice and information given by their employer in relation to safe working practices
- Report any hazardous situation to their employer so that arrangements for the appropriate remedial action can be taken
- Co-operate with their employer's arrangements for health and safety and use all protective and safety equipment provided.

Portable Electrical Appliances

Description

Portable electrical appliances are found in most workplaces and include power tools, portable lighting, computer equipment, kitchen appliances, portable heaters and equipment such as cable extension leads. Where equipment is powered from the mains electrical supply there may be a significant electrical hazard that will need to be specifically controlled.

Associated Hazards

- Shock or burns
- Uncontrolled start up of equipment
- Fire or explosion
- Trips and falls.

Employer's Responsibilities

- Undertake a risk assessment for using the applicable portable electrical appliance for the task required and implement suitable safe systems of work to control the risks
- Ensure that trained and competent persons undertake the work
- For equipment connected to power sources either use "double insulated" or earthed cables and ensure cables are protected against damage
- Ensure that equipment is regularly maintained by following the manufacturer's instructions
- Ensure users visually check equipment before and during use
- Regularly undertake, by trained appointed persons, formal visual inspections of the equipment including inspection of the plug and its assembly
- Carry out combined inspection and testing by electrically competent persons at frequencies required by the risk assessment. A register of such inspections will be kept
- Remove from use or arrange for the repair of any appliance that fails any inspection, test or other checks
- Where required by risk assessment, provide additional precautions such as suitably robust residual current devices (RCD's), 110v reduced voltage equipment, etc
- Ensure that the power supply is within the operating range of the appliance

- Ensure that, where provided, guards and protective covers are in place and kept in good condition.

Employees Responsibilities

- Visually check the equipment before and during use looking for signs of faults, overheating or damage to the equipment including to the wiring, plugs, casing and any guarding
- Immediately stop work if faults are found and report any defects to the supervisor
- Do not carry out any repairs or adjustments to equipment unless trained to do so
- Take care of the equipment that has been provided
- Disconnect the equipment from the supply before making any adjustments
- Ensure that equipment is plugged into the correct supply by an approved method, do not attempt to use a makeshift temporary connection.

Risk Assessment

Description

In many workplaces there are risks, which may affect the health and safety of employees. There is an absolute duty on employers to 'conduct suitable and sufficient risk assessments' in the workplace, under Regulation 3 of The Management of Health & Safety at Work Regulations. In many instances, straightforward measures can control risks, and whilst the law does not expect employers to eliminate all risks, they are required to protect people so far as is reasonably practicable.

Associated Hazards

- Physical, chemical and/or biological agents
- Working conditions and processes
- Manual handling activities
- Exposure to infectious diseases
- Work-related stress
- Long working hours
- Workstations and posture
- Other workplace hazards.

Employer's Responsibilities

Spinwell Global Limited will ensure that:

- Employees undertaking risk assessments are competent to do so, having undergone suitable training in the risk assessment process
- Identify all hazards with the potential to cause harm to employees and others who may be affected by our undertaking
- Evaluate the probability and severity of potential injury or damage
- Identify the options for eliminating, reducing or controlling the identified risks and taking the necessary action
- Provide employees with any additional training identified within the risk assessment process as being a necessary control measure
- Review the risk assessments annually, where they may no longer be valid, or where there has been a significant change in work activities or processes

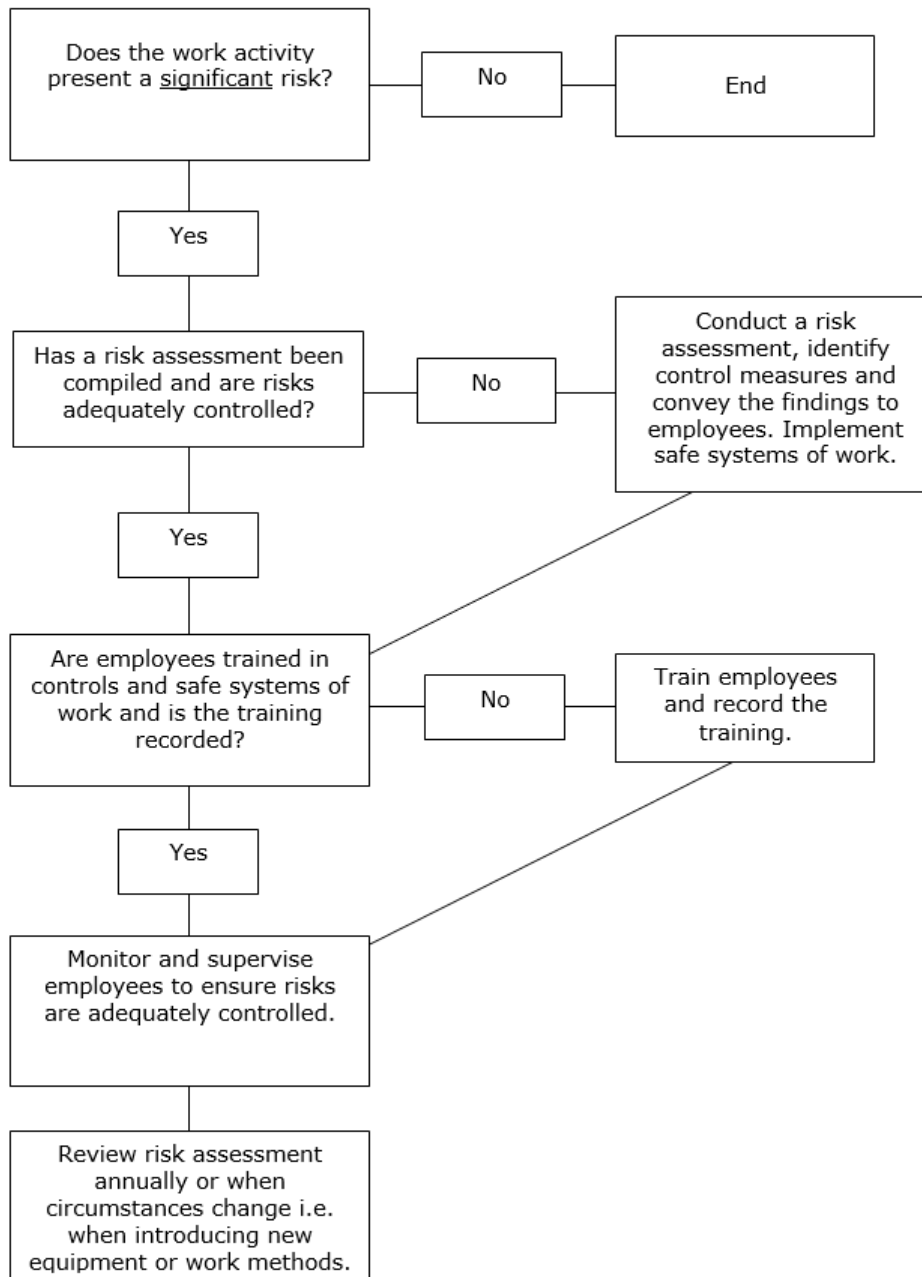
- Keep records of the significant findings of the risk assessments and identify employees who may be especially at risk
- Provide appropriate health surveillance where there is an identifiable disease or potential adverse health condition related to the work activity
- Provide employees and employees of other employers working on the premises with comprehensive and relevant information on risks, preventative and protective measures, emergency procedures and competent persons.

Employees Responsibilities

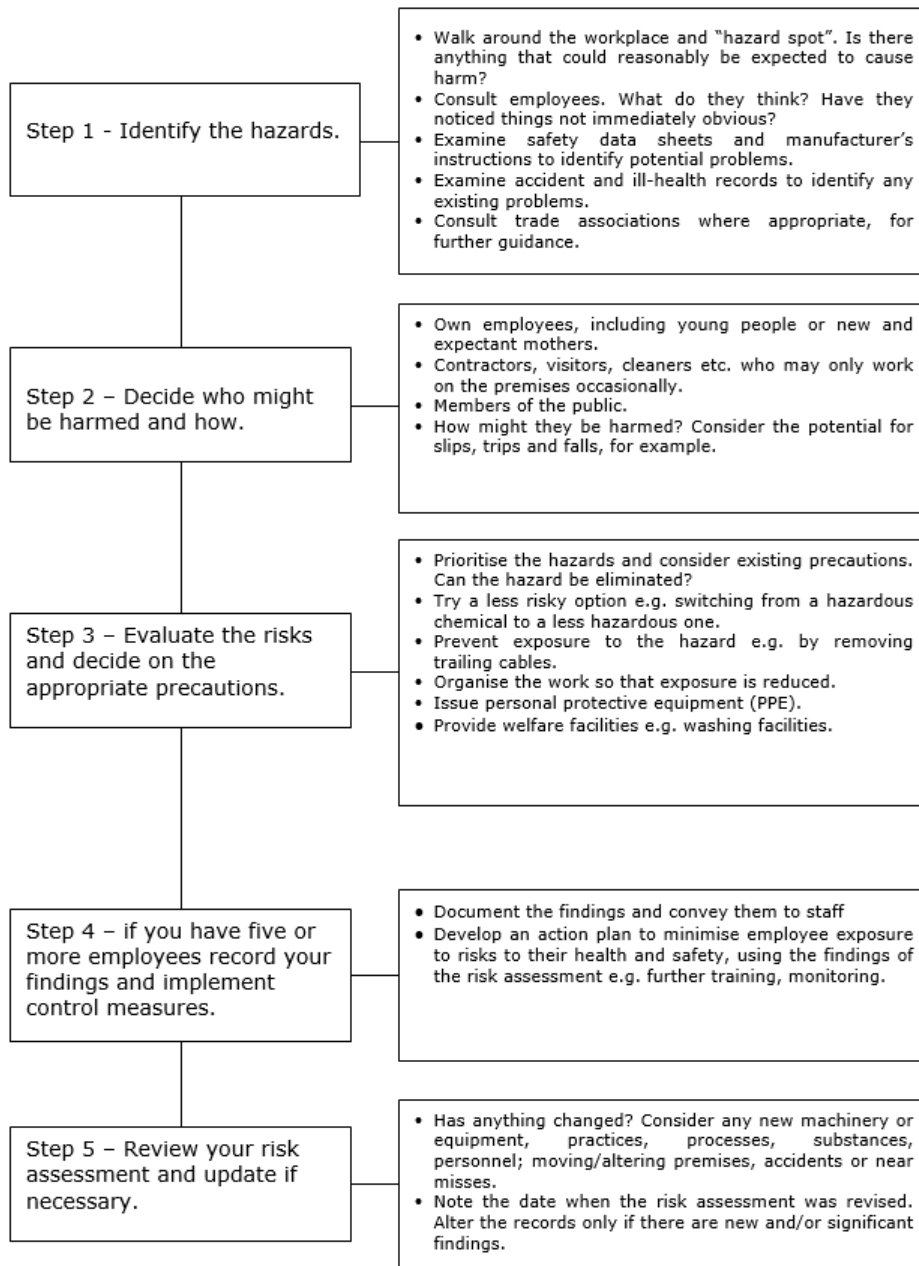
Employees must:

- Co-operate with management arrangements in respect of workplace risk assessments
- Follow any training, information, guidance and instruction given by the employer
- Comply with any control measures laid down within risk assessments
- Report any hazards or defects to the employer immediately
- Make full and proper use of any PPE provide.

Risk Assessment Flow Chart



Risk Assessment Process



Social Distancing

Description

Social distancing is a Public Health measure introduced to reduce the spread of the highly infectious Covid-19 virus which is the causative agent in the current global pandemic.

Social distancing measures are in place throughout the whole of society, but it is the responsibility of Spinwell Global Limited to ensure that social distancing measures can be implemented and maintained wherever possible throughout the workplace and across all work activities.

Adherence to social distancing measures is one of the primary means of controlling the risk of transmission of this infection alongside effective hand and respiratory hygiene measures.

It involves keeping a distance of a "Safe Social Distance" from other persons at all times where possible. In circumstances where it is not possible to maintain this safe social distance there must be further controls in place to mitigate the risk.

As social distancing is the primary control for managing the risk of Covid-19 transmission, interactions with other people should be eliminated or reduced as much as possible. Where able to, a 2m distance should be maintained between people. Where this is not possible additional mitigating measures to reduce the risk, such as the wearing of PPE/RPE will need to be implemented.

The required social distance for businesses is regularly reviewed by the relevant Governments and it is vital that this is reflected in reviewed risk assessments and working practices.

Associated Hazards

Whilst the full extent of the consequences of acquiring the Covid-19 infection are not yet known the range of outcomes include- mild flu-like symptoms such as cough, fever, aches and malaise, (loss of sense of taste or smell) through to serious respiratory distress syndrome, organ failure and death.

Employers Responsibilities

Spinwell Global Limited will:

- Not open or operate if on the current list of prohibited businesses as declared by the Government
- Not permit persons into the premises who should be self-isolating because either they have symptoms or reside with someone with symptoms. Duration of isolation should be determined from up to date government information

- Support those who are at higher risk from Covid-19 infection and its complications due to their age, underlying health conditions, because they are pregnant or if they come from a Black Asian, Ethnic Minority (BAME) background
- Operate remotely where at all possible to avoid the need for employees to travel into the workplace
- Carry out a risk assessment of all work activities and workspaces to ensure social distancing can be implemented and maintained effectively. Control measures may include:-
 - Remote Working where at all possible
 - Staggered work patterns to reduce the number of personnel on site at any one time
 - Restricted access to common areas
 - Control of visitors and contractors to site
 - Adaption of tasks to allow for one-person completion
 - Prevention of shared of vehicle, workstations and equipment.
- Will implement further control measures where social distancing cannot be successfully implemented or maintained effectively. This may include:-
 - Documented work planning for how task will be carried out to reduce the risk
 - Minimising the time spent within safe social distance
 - Minimising the number of people, where the social distancing is breached
- Provide adequate Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE) as identified in the risk assessment with training on its safe and effective use, storage and disposal
- Review risk assessments and work plans in response to any changes in Government advice to ensure all working practices adhere to the most recent guidelines
- Ensure all employees receive information, instruction, training and supervision to ensure awareness and adherence to the social distancing Control Measures
- Ensure that social distancing is supported by other effective control measures such as hand hygiene and respiratory hygiene and will make the relevant provisions for these to be effective. This may include:
 - Provision of adequate hand washing facilities and sanitiser
 - Arrangements and provisions for regular cleaning and disinfection of workplaces and equipment

- Report to the enforcing authority as required by the Reportable Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR), any instances where a member of staff receives written confirmation of a Work-Related Covid-19 infection from a medical practitioner
- Investigate all Covid-19 related incidents and implement any action identified as necessary to prevent a recurrence. Monitor the effectiveness of the actions
- Ensure employees can attend Covid-19 tests where they are required.

Employees Responsibilities

- To take care of themselves where activities both in and outside of the workplace, give rise the potential of COVID 19 infection
- Adhere to social distancing by following instructions, signage, markings and training
- Observe good hygiene practices at all times with frequent hand washing or sanitising for at least 20 seconds- including before and after eating, touching the face, touching common touched surfaces such as buttons, dials, handrail and handles, coughing and sneezing
- Carry out good respiratory hygiene practices including catching coughs and sneezes in tissues which are disposed of correctly followed by good hand hygiene afterwards
- Follow the further controls in the risk assessment and work plan methods to ensure that where social distancing cannot be maintained the risk is reduced by other means
- Use, store and dispose of the appropriate PPE and RPE in accordance with training and manufacturers guidelines
- Report if they feel unwell at work with any of the Covid-19 symptoms and go directly home and follow the current Government / NHS guidance. <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>
- Not attend work if they should be self-isolating due to displaying symptoms or residing with someone who is displaying symptoms, if they have been contacted by NHS Test and Trace and asked to isolate or if they are required to due to recent travel and quarantine requirements. Duration of isolation should be determined from up to date government information
- Report any concerns or issues relating to non-conformance with social distancing in the workplace
- Attend Covid-19 tests where there is a requirement to do so.

Stress

Description

Stress is not a weakness and can affect anyone. Spinwell Global Limited recognises that there is a difference between pressure and stress at work and that taking action to reduce the risk of ill-health, because of work-related stress, leads to the creation of a good working environment and a healthy workforce.

Although a certain amount of pressure can be motivational and enable employees to perform at their best, it is when too much pressure is experienced, leaving employees unable to cope, that stress can result.

The Health and Safety Executive has defined stress as 'the adverse reaction a person has to excessive pressure or other types of demand placed upon them'.

Work-related stress can be tackled by the Company and its employees working together to identify sources of stress and how those can be managed.

Sources of stress can include:

- Demands of the role, leading to an unmanageable workload
- Being under challenged or having no autonomy, leading to a lack of job satisfaction or low esteem
- Environmental factors, such as noise, temperature, lone working
- Lack of support from management or colleagues
- Organisational changes and how those are communicated and managed
- Relationships and being subjected to unacceptable behaviours, such as bullying.

Employer's responsibilities

Spinwell Global Limited will:

- Carry out a risk assessment in conjunction with employees to identify sources of stress and the associated risks and gather information, such as completed health questionnaires, sickness absence records and exit interview notes to assist in this process.
- Take steps to reduce the risks from work-related stress, as far as is reasonably practicable.
- Put in place a system so that employees can raise, with their line manager, a health and safety representative or colleague, if they are experiencing work-

related stress or have any concerns about their work environment or instances of unacceptable behaviour.

- Consult with, and communicate to, employees over any proposed changes to their work patterns or proposed changes to the working environment.
- Encourage employees to develop new skills to help them achieve their goals.
- Provide employees with access to support, such as an Employee Assistance Programme/counselling service, advice or training to help reduce work-related stress.

Employees responsibilities

Employees will:

- Follow Spinwell Global Limited reporting procedures if they are experiencing work-related stress. It will be beneficial to do this at an early stage, to prevent a situation from getting worse
- Contribute to the development of any work-related stress risk assessment carried out by the employer
- Read all communications from the employer that concern work related changes and the reasons behind those
- Attend any counselling or stress management training sessions provided by the employer.

Visit By An Enforcement Officer

The Health and Safety at Work etc. Act 1974 and associated legislation conveys powers on inspectors who are appointed by the relevant enforcing authority, in order that they ensure statutory requirements are being complied with.

Most dealings with those on whom the law places duties (employers, the self employed, employees and others) are informal - inspectors offer information, advice and support, both face to face and in writing. They may also use formal enforcement mechanisms, as set out in health and safety law, including improvement notices where a contravention needs to be remedied and prohibition notices where there is a risk of serious personal injury, or ultimately prosecution.

Non-compliance can lead to prosecution but this is always seen as the last step in the process, except for:

- Failure to comply with an Improvement or Prohibition Notice
- Breach of the law that has significant potential for harm, regardless of whether it caused an injury
- Reckless disregard for the health and safety of workers or others
- Repeated breaches of legal requirements where it appears that management is neither willing nor structured to deal adequately with
- Substantial legal contravention, where there has been a serious accident or a case of ill health.

Employer's Responsibilities

Spinwell Global Limited recognises the importance of co-operation with enforcement officers. For this reason, it is imperative that all relevant documentation associated with our business and work activity is maintained and kept up-to-date. Such documentation includes: –

- This health and safety policy
- All relevant risk assessments
- Induction and training records
- Maintenance, test and inspection records
- Health records
- Emergency plans etc.

Employees Responsibilities Include

- Not obstructing any reasonable request made by an Enforcement Officer
- Complying and co-operating with requests by the officer
- Follow instruction and guidance given by your employer.