



Health & Safety

Policy Number	25
Version	1
Policy Contact	Matthew Betteridge
Date Issued	1 st November 2017
Review Date	1 st November 2018
Approved by	OneCall24 Policy Team

One Call 24 Health and Safety Policy

Overview of the business. Include:

- Services Provided
- Office Opening times
- Business working hours
- Number of staff, including all job titles

Our statement of general policy is:

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

Responsibilities

1. Overall and final responsibility for health and safety is that of

Rasul Chatoo - Director

2. Day-to-day responsibility for ensuring this policy is put into practice is delegated to

Gemma Claydon – Office Manager

3. To ensure health and safety standards are maintained/ improved, the following people have responsibility in the following areas

Name

Responsibility

Gemma Claydon – Office Manager	Risk Assessments
Gemma Claydon – Office Manager	Consulting with employees
Gemma Claydon – Office Manager	Maintaining equipment
Gemma Claydon – Office Manager	Information, instruction & supervision
Gemma Claydon – Office Manager	Training
Gemma Claydon – Office Manager	Accidents, first aid and work-related ill health
Gemma Claydon – Office Manager	Monitoring, accident & ill health investigation
Gemma Claydon – Office Manager	Emergency procedures – fire & evacuation

4. All employees have to:

- co-operate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

Health and safety risks arising from our work activities

- Risk assessments will be undertaken by

Gemma Claydon – Office Manager

- The findings of the risk assessments will be reported to

Gemma Claydon – Office Manager

- Action required to remove/control risks will be approved by

Gemma Claydon – Office Manager

- Gemma Claydon – Office Manager

will be responsible for ensuring the action required is implemented.

- Gemma Claydon – Office Manager

will check that the implemented actions have removed/reduced the risks.

- Assessments will be reviewed every

6 months

or when the work activity changes, whichever is soonest.

Consultation with employees

- Consultation with employees is provided by

Gemma Claydon – Office Manager

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Gemma Claydon – Office Manager

will be responsible for identifying all equipment/plant needing maintenance.

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Gemma Claydon – Office Manager

will be responsible for ensuring effective maintenance procedures are drawn up.

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Gemma Claydon – Office Manager

will be responsible for ensuring that all identified maintenance is implemented.

- Any problems found with equipment should be reported to

Gemma Claydon – Office Manager

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Gemma Claydon – Office Manager

will check that new equipment meets health and safety standards before it is purchased.

Safe handling and use of substances

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Gemma Claydon – Office Manager

will be responsible for identifying all substances which need a COSHH assessment.

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Gemma Claydon – Office Manager

will be responsible for undertaking COSHH assessments where applicable.

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Gemma Claydon – Office Manager

will be responsible for ensuring that all actions identified in the assessments are implemented.

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Gemma Claydon – Office Manager

will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

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Gemma Claydon – Office Manager

will check that new substances can be used safely before they are purchased.

- Assessments will be reviewed every

6 Months

or when the work activity changes, whichever is soonest.

Information, instruction and supervision

- The Health and Safety Law in NI poster is displayed in every room at each of OneCall24 offices; leaflets are issued by

Gemma Claydon – Office Manager

- Health and safety advice is available from

Gemma Claydon – Office Manager

- Supervision of young workers/trainees will be arranged/undertaken/monitored by

Gemma Claydon – Office Manager

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Gemma Claydon – Office Manager

is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information.

Accidents, first aid and work-related ill health

- Health surveillance is required for employees doing the following jobs

Not applicable

- Health surveillance will be arranged by

Not applicable

- Health surveillance records will be kept by/at

Gemma Claydon at 254 Edgware Road, London, W2 1DS

- The first aid box(es) is/are kept at

The Kitchen in 254 Edgware Road, London, W2 1DS

- The appointed person(s)/first aider(s) is/are

Matthew Betteridge

- All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by/at

Gemma Claydon at 254 Edgware Road, London, W2 1DS

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Gemma Claydon – Office Manager

is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Monitoring

- To check our working conditions, and ensure our safe working practices are being followed

Gemma Claydon – Office Manager

1. To carry out spot checks in each area every 3 months
2. To investigate all workplace accidents and ill health straight away or as soon as possible after the accident or notification of ill health

- Gemma Claydon – Office Manager

is responsible for investigating accidents.

- Gemma Claydon – Office Manager

is responsible for investigating work-related causes of sickness absences.

- Gemma Claydon – Office Manager

is responsible for acting on investigation findings to prevent a recurrence.

Emergency procedures – fire and evacuation

- Gemma Claydon – Office Manager

is responsible for ensuring the fire risk assessment is undertaken and implemented.

- Escape routes are checked by/every

Gemma Claydon – Office Manager every week

- Fire extinguishers are maintained and checked by/every

Action Fire ltd (company) - Annually

- Alarms are tested by/every

Gemma Claydon – Office Manager / every 6 months

- Emergency evacuation will be tested every

Monthly

Signed

Rasul Chatoo

(employer)

15th November 2016

Date

14th November 2017

Review date