



Health & Safety

Policy Number	25
Version	1
Policy Contact	Matthew Betteridge
Date Issued	1 st November 2018
Amended	21 st June 2019
Next Review Date	21 st June 2020
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 239 Old Marylebone Road,
London NW1 5QT

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

The Kitchen in 239 Old Marylebone Road, London
NW1 5QT

- 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 239 Old Marylebone Road,
London NW1 5QT

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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)

21st June 2019

Date

21st June 2020

Review date