

**Health & Safety**

<b>Policy Number</b>	25
<b>Version</b>	3
<b>Policy Contact</b>	Matthew Betteridge
<b>Date Issued</b>	1 <sup>st</sup> November 2018
<b>Amended</b>	08 <sup>th</sup> June 2020
<b>Next Review Date</b>	08 <sup>th</sup> June 2021
<b>Approved by</b>	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

Overall and final responsibility for health and safety is that of

- Rasul Chatoo – Director

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

- Gemma Claydon – Office Manager

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

- The board of directors

Action required to remove/control risks will be approved by

- The board of directors and Gemma Claydon (office manager)

Who will be responsible for ensuring the action required is implemented.

- Gemma Claydon – Office Manager

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

- Gemma Claydon – Office Manager

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

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

- Gemma Claydon – Office Manager

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

- Gemma Claydon – Office Manager

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

- Gemma Claydon – Office Manager

Any problems found with equipment should be reported to

- Gemma Claydon – Office Manager

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

- Gemma Claydon – Office Manager

### **Safe handling and use of substances**

Gemma Claydon (Office Manager) will be responsible for identifying all substances which need a COSHH assessment.

Gemma Claydon (Office Manager) will be responsible for undertaking COSHH assessments where applicable.

Gemma Claydon (Office Manager) be responsible for ensuring that all actions identified in the assessments are implemented.

Gemma Claydon (Office Manager) will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

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

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

- Gemma Claydon – Office Manage

## **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

The person responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority is:

- Gemma Claydon – Office Manager

## **Monitoring**

To check our working conditions, and ensure our safe working practices are being followed, Gemma Claydon (Office Manager) is responsible:

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

The person responsible for investigating accidents is:

- Gemma Claydon – Office Manager

The person responsible for investigating work-related causes of sickness absences is:

- Gemma Claydon – Office Manager

The person responsible for acting on investigation findings to prevent a recurrence is:

- Gemma Claydon – Office Manager

## **Emergency procedures – fire and evacuation**

The person responsible for ensuring the fire risk assessment is undertaken and implemented is:

- Gemma Claydon – Office Manager

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)

08<sup>th</sup> June 2020

08<sup>th</sup> June 2021

Date

Review date