HEALTH & SAFETY POLICY

1. STATEMENT OF GENERAL POLICY

The Company fully accepts the obligations placed upon it by the various Acts of Parliament covering health and safety. The Company requires its Executive Director to ensure that the following policy is implemented and to report annually on its effectiveness.

2. MANAGEMENT ORGANISATION AND ARRANGEMENTS

Introduction

This policy has been prepared and published under the requirements of Health & Safety at Work legislation. The purpose of the policy is to establish general standards for health and safety at work and to distribute responsibility for their achievement to all managers, supervisors, and other employees through the normal line management processes.

3. MANAGEMENT RESPONSIBILITIES

Managing Director

The Managing Director has overall responsibility for the implementation of the Company's policy. In particular, he is responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored.

Directors and Heads of Department

The Directors and Heads of Department are wholly accountable to the Managing Director for the implementation and monitoring of the policy within the area of their specified responsibility.

Safety Officer

The Safety Officer is a nominated director responsible for co-ordinating effective health and safety policies and controls across the organisation. Currently the nominated Safety Officer is the Compliance Director.

The Safety Officer is responsible for:

- The production and maintenance of the Company's policy and ensuring that Department Guidelines are consistent with policy.
- Its application.
- Monitoring and reporting on the effectiveness of the policy.
- The provision of general advice about the implication of the law.
- The identification of health and safety training needs. The safety officer also acts on behalf of the Managing Director, as the Company's formal link with the Health and Safety Executive, Environment Health Departments, and other external agencies.
- The production and maintenance of Health and Safety Codes of Practice for each aspect of the services within the Company.

Employees Responsibilities:

- All employees have a responsibility to be familiar with the contents of this policy.
- All employees have a responsibility to ensure that they regularly attend all necessary health and safety training provided by the organisation
- Employees have a legal responsibility to take care of the health and safety of themselves and others who may be affected by their actions or omissions and to co-operate with supervisors and managers on health and safety issues.
- Employees should not interfere with anything provided to safeguard their health and safety and should report all health and safety concerns to the appropriate person as set out in this policy.

4. HEALTH AND SAFETY MANAGEMENT PROCESS

1. The Company believes that consideration of the health, safety and welfare of staff is an integral part of the management process. The provision of the Health and Safety at Work Act plus associated Codes of Practice and E.C. Directives will be adopted as required standards within the Company. Responsibility for health and safety matters shall be explicitly stated in management job descriptions.
2. The Company requires managers to approach health and safety in a systematic way, by identifying hazards and problems, planning improvements, taking executive action, and monitoring results so that the majority of health and safety needs will be met from any locally held budgets as part of day-to-day management, although many health and safety problems can be rectified at little additional cost.
3. For major additional expenditure, cases of need will be submitted by the Safety Officer to the Managing Director.
4. If unpredictable health and safety issues arise during the year, the Managing Director must assess the degree of risk, in deciding the necessary resources and actions to commit to addressing these issues.

5. HEALTH, SAFETY AND WELFARE GUIDELINES

1. It is the policy of the Company to require the Safety Officer to produce appropriate health and safety policies or guidelines. These should embody the minimum standards for health and safety for the business and the work organised within it.
2. It shall be the responsibility of the Directors and all Heads of Department to bring to the attention of all members of his or her staff, the provisions of the guidelines, and to consult with any staff who believe that additional Health & Safety measures are required.
3. The model contents of a guideline are:
    - A clear statement of the role of the department.
    - Regulations governing the work of the department.
    - Clear reference to safe methods of working, i.e. method statements, manufacturers' manuals, operational guides.
    - Information about immediate matters of health and safety concern, such as fire drills, fire exits, first aid.
    - Training standards and requirements.
    - Names of specialist advisers who can be approached about the work of the department.
    - The manager responsible for organisation and control of work.
    - Accident reporting procedures.
    - Departmental safety rules.
    - Fire procedures.
    - Policies agreed by the Company.

6. IDENTIFICATION OF HEALTH AND SAFETY HAZARDS

ANNUAL AUDIT AND REGULAR RISK ASSESSMENTS

1. It is the policy of the Company to require a thorough examination of health and safety performance against established standards, **at least** annually. The technique to be adopted for such examinations will be the 'Safety Audit'. The Audit requires review of:

   - Standards laid down in the policy.
   - Departmental guidelines.
   - Relevant regulations.
   - H&S Training and guidance.
   - Environmental factors.
   - Staff attitudes.
   - Staff instructions and Training.
   - Methods of work.
   - Contingency plans.
   - Recording and provision of information about accidents and hazards and the assessment of risk.

2. The information obtained by the Audit will be used to form the basis of the plan for the department for the following year. Audits must be completed annually.

3. The responsibility for ensuring that audit activity is carried out as part of this policy rests with the Managing Director and will be carried out by the Safety Officer or nominated Health & Safety consultant, supported by the business administrator.

4. It is the Safety Officers responsibility to ensure that any deficiencies highlighted in the Audit are dealt with as speedily as possible.

5. In addition to carrying out Safety Audits, it is the responsibility of the departmental Heads to check, at least quarterly, all portable equipment, including electrical appliances, in their area, and to ensure that all problems are immediately dealt with.

6. Heads of Department have a continual responsibility for the elimination of hazards in order to maintain a safe working environment and will also be expected to carry out regular **risk assessments** in line with the Health and Safety Executive Guidelines; that is follow the 5 steps:
   1. Identify the hazards
   2. Decide who might be harmed and how
   3. Evaluate the Risks and decide on precautions
   4. Record the findings and implement the precautions
   5. Review the assessment and update when necessary

The Company will support Safety Representatives in carrying out their role and give all reasonable assistance. Safety Representatives will be encouraged to discuss specific health and safety issues with the relevant Head of Department. They may also formally report hazardous or unsafe circumstances to the Head of Department and will be formally notified of the remedial action taken or be given a reason why the action cannot be taken.

7. TRAINING

1. Health and Safety training shall be incorporated within annual training programmes, as part of the development of a systematic training plan. Health and Safety training needs will, therefore, be identified and planned for in the same manner as other training needs.

2. Four areas of need shall be given special priority:

   - Training for managers, to equip them with an understanding of the manager's responsibilities under this policy, and the role and purpose of safety representatives.
   - Training for safety representatives to enable them to discharge their function.
   - Training for all members of staff to acquaint them with the main provisions of the law and its practical implication, the main features of this policy and key safety rules.
   - Induction and in-service training for staff at all levels to acquaint them fully with new requirements and hazards.

8. RECORDS, STATISTICS AND MONITORING

The Company will operate systems for recording, analysis, and presentation of information about accidents, hazardous situations, and untoward occurrences. Advice on systems will be provided by the Safety Officer, in conjunction, and where appropriate with specialist advisory bodies; for example the HSE, Local authority and local Environmental Health Departments. The responsibility for the operation of these systems rests with Heads of Department and Supervisors at all levels. Information obtained from the analysis of accident statistics must be acted upon and, where necessary, bids for additional expenditure made to the Managing Director

9. REPORTS TO THE HEALTH AND SAFETY EXECUTIVE

The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to the Health and Safety Executive also the investigation of any and all incidents whether on company property or a client's property shall rest with the Managing Director delegated to the Safety Officer.

10. SPECIALIST ADVISORY BODIES

Certain external bodies have a wider Health and Safety role, most notably, the Health & Safety executive, or local Environmental Health Departments. If further specialist advice is required, this may be obtained by the Safety Officer from expert individuals or bodies outside of the Company.

11. OCCUPATIONAL HEALTH

It is the policy of the company to ensure the wellness of every employee post any health issue and to ensure a safe and structured return to work, following a prolonged period of time off due to health reasons.

12. FIRST AID

It is the policy of the Company to make provision for First Aid and the training of 'First Aiders' in accordance with The Health and Safety (First-Aid) Regulations 1981. The Safety Officer is responsible for ensuring the Regulations are implemented and for identifying training needs.

13. FIRE

The Managing Director is responsible for ensuring that the staff receive adequate fire training, and that nominated fire officers are designated in all Company premises. The Managing Director delegates these responsibilities to the Safety Officer.

In addition, the Company will nominate a Fire Officer, currently the nominated person is the H&S & wellbeing officer

Who will;

- report and advise on the standard of fire safety in the Company's premises and the standard of fire training of its staff.
- undertake overall responsibility for fire training,
- assist in the investigation of all fires in the Company's premises and to submit reports of such incidents.

14. CONDEMNATION AND DISPOSAL OF EQUIPMENT

Procedures for the condemnation and disposal of equipment are set out in the Company's Standing Condemnation and Disposal policy.

15. FOOD HYGIENE

Those personnel who have responsibility for event food acquisition, storage, and serving, are responsible for ensuring that these functions are undertaken to the necessary legal standards. All staff are to take responsibility for the correct storage of their own food. Any suspected outbreak of food poisoning or other unexplained and possibly food related incidents must be reported to the Safety Officer.

16. LIFTING AND HANDLING

Heads of Department are responsible for informing staff of safe lifting techniques. The Safety Officer will identify specific training needs. The Heads of Department will ensure training in lifting and handling is provided to staff who require it.

17. NON-SMOKING / VAPING ON COMPANY PREMISES

There will be no smoking / vaping in company or clients buildings, or shared company vehicles. Legislation, introduced on the 1st July 2007, now makes it illegal to smoke in all public enclosed or substantially enclosed areas and workplaces. Under the legislation, in place work smoking rooms and areas are no longer permitted. All smokers must take their smoke breaks outside. All site based operational staff are to limit their smoking / vaping breaks to coincide with their official breaks. The overall aim is to reduce smoking and so save life, reduce risk of fire, prevent unnecessary illness and chronic disability.

The main points of the legislation are as follows:

- The legislation, introduced on the 1st July 2007, now makes it illegal to smoke in all public enclosed or substantially enclosed area and workplaces.
- The ban includes smoking in vehicles which serve the public and / or are used for work purposes.

- Appropriate no smoking signs must be clearly placed in all smoke free premises and vehicles.
- Under the legislation in place work smoking rooms and areas are no longer permitted. All smokers must take their smoke breaks outside.
- The owners / managers of any premises have to take reasonable steps to ensure that all staff and/or visitors are aware of the ban and to uphold the ban.
- Smokers looking for an appropriate place to smoke may check the no smoking signs in and around premises to easily see which areas are restricted or ask a staff member.

18. COSHH (CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH)

The Control of Substances Hazardous to Health Regulations (COSHH) require the Company to identify those substances which are in use and which are hazardous to health (as legally defined) and to assess the risk of those substances. The Company must also provide and use controls to prevent exposure to substances hazardous to health; maintain controls by monitoring exposure, or by health surveillance of employees; and provide information, instruction, and training for employees on all these matters. The Safety Officer is responsible for implementing these Regulations.

19. COMPUTER INSTALLATIONS AND DISPLAY SCREEN EQUIPMENT

All new computer installations must adhere to the British Standard Specifications and comply with the Health and Safety (Display Screen Equipment) Regulations 1992. All new employees operating DSE are to undertake a self-assessment, further information on DSE assessments can be found on the HSE website or by following the link https://www.hse.gov.uk/msd/dse/ . New employees who regularly use DSE will be required to undergo sight screening annually.

20. CONTROL OF WORKING TIME

The Company is committed to the principles of the Working Time Regulations. No member of staff is expected to work more than 48 hours per week (including overtime) unless there are exceptional circumstances or they have opted out. Similarly, all other requirements of the regulations e.g. in relation to breaks, night workers etc. will be complied with.

21. HEALTH AND SAFETY AND THE INDIVIDUAL EMPLOYEE

The Health and Safety at Work Act requires each employee 'to take reasonable care for the Health and Safety of himself and of other persons who may be affected by their acts and omissions' and co-operate with management to enable management to carry out their responsibilities under the Act. Employees have equal responsibility with the Company for Health and Safety at Work.

The refusal of any employee to meet their obligations will be regarded as a matter to be dealt with under the Disciplinary Procedure. In normal circumstances counselling of the employee should be sufficient. With a continuing problem, or where an employee leaves themself or other employees open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure.

22. PEOPLE WORKING ON COMPANY PREMISES NOT EMPLOYED BY THE COMPANY

Persons working in the Company premises who are employed by other organisations are expected to follow Company Health and Safety Policies with regard to the safety of Company employees, their own personal safety (and that of other parties such as the general public if appropriate) and their method of work. This responsibility will be included in the setting to work arrangements.

Similarly, seconded Company employees working in or on client premises will be expected to follow the client employers Health and Safety Policy at all times.

23. VISITORS AND MEMBERS OF THE PUBLIC

The Company wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of visitors to Company establishments will be of the highest standard.

Any member of staff who notices persons acting in a way which would endanger other staff, should normally inform their Head of Department. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. It is equally important not to over-react to a situation.

24. CONTRACTORS

1. The Company wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of Contractors working in the Company's premises will be of the highest standards. In addition, Contractors and their employees have an obligation so far as is reasonably practicable to ensure all equipment, materials and premises under their control are safe and without risks to health.

2. Contractors must also observe the Company's Fire Safety Procedures. These obligations will be drawn to the attention of the Contractors in the contract document issued to them. In addition, a Company Head of Department will have the authority to stop the work of Contractors who are placing themselves, other staff, or visitors at risk. Any member of staff who judges there is a risk where contractors are working, should inform their Head of Department immediately.

3. In tendering, Contractors will be asked to confirm they have a written Health, Safety and Welfare Policy. The Company's Manager letting the Contract will be responsible for monitoring the Health and Safety performance of the Contractor and the Contractor's performance will be a factor in deciding whether or not to invite the Contractor to tender again.

25. PPE PROVISION

Personal Protective Equipment (PPE). Personnel will be issued PPE specific to the site and client contractual agreements and requirement. Records will be maintained for issue, training, replacement, and repair. All PPE is to be regularly inspected for any damage and stored correctly. Any damage is to be reported as soon as possible.

26. EQUIPMENT SAFETY

All equipment used by the company and its staff will be PAT (Portable Appliance Test) tested and registered before being issued, each item held by the company will have its location and identify mark/number recorded, annual checks will be carried out for wear and tear. Note, new equipment does not require Pat. Only trained and authorised users will be allowed to use company equipment. Any damage to company equipment is to be reported to the company administrator immediately.

27. COMMUNICABLE DISEASES

Loyal Reliance Services believes that adherence to strict guidelines on infection control is of paramount importance in ensuring the safety of anyone working for and on behalf of the company. It also believes that good, basic hygiene is the most powerful weapon against infection, particularly with respect to cleaning and handwashing. We will work together to maintain the highest standards of infection control at all times and ensure that, as far as is reasonably practicable, everyone is protected from the spread of infection.

28. LONE WORKING

As a responsible employer Loyal Reliance Services accepts its obligation to provide a safe working environment for all its employees. Expeditious Services also has a responsibility for the Health and Safety of any sub-contractors carrying out work on its behalf. These responsibilities cannot be transferred to any other person, including those people who are working alone. However Loyal Reliance Services employees have responsibilities to take reasonable care not to put themselves and other people affected by their actions or work activities at risk. Loyal Reliance Services expects a commitment from all employees to assist Loyal Reliance Services in meeting their legal obligations in following the designated Lone working policy.

Signature

Position: Compliance Director

Name John Dowler

Date: 18th March 2025