

Health and Safety Policy

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Preface

Section 2(3) of the Health and Safety at Work Act 1974 places a duty on employers to prepare and, as often as may be appropriate, revise a written statement of their policy with respect to the health and safety of his employees. The document must include details of the organisation and the arrangements in force to carry out the policy. Once prepared the policy document should be brought to the notice of the employees.

This health and safety policy has been prepared to comply with the requirements of the statutory duty. It also expresses Aspire Executive commitment and resolve to promote the highest standards of health and safety at work.

Aspire Executive regards the health and safety of its employees as an integral part of its activities. We recognise our obligation to establish and maintain exemplary standards in all of our activities and wish to encourage the best practice approach to all employees to protect the health and safety of our customers.

We hope that our positive attitude and approach will lead by example and will encourage our employees, and other stakeholders with whom we interact, to adopt and practice similar philosophies in all health and safety matters.



1 Policy Statement

It is the policy of Aspire Executive to comply in full with all the legal obligations that relate to the health, safety and welfare at work of all employees.

In addition, Aspire Executive will ensure that all responsible practicable measures are taken to further improve the working conditions for all employees.

In particular, directors will use their best endeavours to:

- a) provide and maintain equipment and machinery that is safe and without risk to health.
- b) ensure safety and the absence of risk to health in connection with the use, handling and storage of articles and substances.
- c) provide and maintain a safe working environment.
- d) ensure all means of access to and egress from the place of work are provided and kept safe and without risk to health.
- e) provide such information, instruction and training as is necessary to ensure the health and safety at work of all our employees.

This policy cannot be implemented without the full co-operation and support of employees. We therefore urge employees to play a full and active part in both the future development and the carrying out of this policy. In this content, all managers should encourage active discussion and dialogue about health and safety issues.

Aspire Executive also has a responsibility to take reasonable account of the health and safety of all persons who may be affected by our activities.

Aspire Executive will appoint a director with responsibility for co-ordinating health and safety issues within the organisation. External advisors who pose specialist knowledge of particular risks and risk control measures may assist Aspire Executive managers with the implementation and monitoring of this policy.

Aspire Executive will make adequate resources available to implement its health and safety policy in full. Our policy will be kept under review and revised from time to time, as appropriate.

Mansoor Akbar

Director

Date 1st September 2019

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2 Health and safety organisation

2.1 Management Responsibilities

The Managing Directors

- 2.1.1 Mansoor Akbar (Director) is responsible for ensuring the successful implementation of the health and safety policy and arrangements within Aspire Executive and will lead by example.
- 2.1.2 Mansoor Akbar (Director) is responsible for approving Aspire Executive annual health and safety policy
- 2.1.3 Mansoor Akbar(Director) will sponsor the annual review of health and safety performance within the organisation.
- 2.1.4 Mansoor Akbar(Director) has a particular role in respect of employment matters, welfare, training and communications.
- 2.1.5 Mansoor Akbar(Director) is responsible for overseeing the implementation of the Aspire Executive health and safety management systems within the organisation,
- 2.1.6 Mansoor Akbar(Director) is responsible for setting the health and safety objectives and their directorate contribution toAspire Executive annual health and safety plan.

Managers

- 2.1.7 All managers are responsible for ensuring that staff systems of work are established and maintained and that, these are followed by all employees in their area.For the purpose of this policy, the term “Manager” includes Directors and line managers.
- 2.1.8 In particular managers will:
 - Familiarise themselves with the Aspire Executive health and safety policy
And ensure that employees under their control have received a briefing on the policy documents.
 - Arrange for the identification of all risks, which maybe present in their work area and arrange for suitable and effective risk assessments to be carried out. Once completed, the manager will ensure that any necessary remedial action identified in the assessment is actioned. Records of the assessment will be kept locally.
 - Ensure that health and safety inspections are carried out in their area and ensure that any remedial actions required are completed. The manager will maintain a record of health and safety inspections.

- Arrange for all new employees to receive health and safety induction training and keep records of the training provided.
- Investigate all accidents and incidents that occur within their department and prepare the necessary report forms.
- Ensure that there are always sufficient fire wardens to cover their location and employees
- Provide leadership in matters relating to the management of health and safety within their area.
- The manager will ensure there are always sufficient trained first aiders.

2.2 Health and Safety Support

Health and safety advisor

- 2.2.1 The director of Aspire Executive, will commission the services of an external health and safety consultant if the need ever arises.
- 2.2.2 The director of Aspire Executive will commission the services of an external occupational health consultant if the need ever arises.

2.3 Employee Responsibilities

- 2.3.1 All employees have a responsibility for health and safety. Employees are expected to:
- Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
 - Co-operate with managers so as to enable them to comply with their statutory duties and to implement the Aspire Executive policy.
 - Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety and welfare.
 - Report any unsafe act or situation to their director or line manager.
 - These duties are formally expressed in section 7 and 8 of the health and safety at work act 1974. Employees are reminded that failure to observe these duties may have serious personal consequences including prosecution and/ or dismissal.

3 Health and Safety policy arrangements

3.1 Risk assessments

3.1.1 General

3.1.1.1 The Health and Safety at Work Act 1974 requires employers to ensure that employees and other on their premises are not exposed to health and safety risks.

3.1.1.2 The Management of Health and Safety at Work Regulations 1999 and other European legislation requires employers and managers to assess all significant risks to the health of their employees and to keep a record of those assessments. Recommendations highlighted in the assessments must be actioned.

3.1.1.3 Workplace risks that require assessments include work with display screen equipment, manual handling and the handling of hazardous substances.

3.1.1.4 In office environments there are likely to be only limited issues requiring written assessments. Assessments, however, should consider risks to individuals with additional needs (for example, pregnant workers, young people and disabled employees).

3.1.1.5 Risk assessments and action plans will be completed by line managers (in consultation with the director).

3.1.1.6 Further information on risks is set out on the Health and Safety (HSE) website and in HSE publications (including five steps to Risk Assessment INDG163 (rev2) and New and Expectant Mothers at Work HSG122).

3.1.2 Display screen equipment

3.1.2.1 The use of computer equipment is widespread within Aspire Executive and presents one of the biggest risks to office-based workers. The safe use of such equipment is controlled by the display screen equipment (DSE) regulations 1992/ amended (2002). This legislation requires that assessments are carried out which cover the operational risks for all “users” of computer equipment, including Aspire Executive computers used in individuals’ homes.

3.1.2.2 In the event that employees develop any muscular pains or headaches, which they consider may be due to their work, they must inform their line manager immediately.

3.1.2.3 Guidance for users is set out on the Health and Safety (HSE) website and in HSE publications (including – the law on VDUs – An easy guide to HSG90 and working with VDUs INDG36 (Rev 5).

3.1.3 Manual handling

3.1.3.1 Manual handling means the transporting or supporting of a load, and includes lifting, pushing and moving objects by hand or using bodily force. We acknowledge that unskilled manual handling is the cause of large number of workplace injuries and accounts for around 25% of all reported accidents.

3.1.3.2 Where manual handling tasks cannot be avoided and where health and safety risks have been identified, the line manager will complete an assessment (in consultation with the director) as required by the Manual Handling Operation Regulations 1992.

3.1.3.3 Assessments will consider the following factors: the task, the load, the working environment and the individual's capability.

3.1.3.4 If a formal assessment is required, it will identify any remedial actions that are required to reduce the risk to the employee whilst carrying out that task and will also consider any groups of individuals who may be at particular risk from that activity

3.1.3.5 all employees who have to manually handle loads and objects will be provided with appropriate information and training.

3.1.3.6 Further information can be obtained from the HSE website and HSE publications (*including – Manual Handling – Solutions you can handle HSG115 and getting to grips with manual handling: a short guide for employers INDG143 (rev 2)*).

3.1.4 Hazardous substances

3.1.4.1 A “substance” can be any solid, liquid, gas or vapour (this includes raw materials, proprietary substances and any by-product such as fumes).

3.1.4.2 The control of Substance Hazardous to Health (COSHH) Regulations requires that the risks involved in the use of these materials are identified assessed and the necessary controls put in place. COSHH assessments will be completed by the line manager in consultation with the director.

3.1.4.3 Further information can be obtained from the HSE website and HSE publications (*including – step by step guide to COSHH Assessments HSG97 and COSHH: Working with substances hazardous to health, what you need to know about COSHH INDG136 (rev5)*).

3.1.5 Temperatures

3.1.5.1 We acknowledge the requirements set out in the workplace (Health, Safety and welfare Regulations 1992 that workplace temperatures inside buildings should be reasonable and comfortable. It is the HSE's view that “an acceptable zone of thermal comfort for most people lies roughly between 13

and 30 degree centigrade”. The HSE also advise that minimum temperatures in the workplace should normally be at least 16 degrees centigrade. We will manage heating and ventilation systems to provide reasonable working temperatures for employees and will make adjustments to accommodate seasonal changes in outside temperatures.

3.2 Personal safety

3.2.1 Personal safety at work can be an issue for people who deal with the public and who may face aggressive or violent behaviour. The HSE defines work related violence as “any incident in which a person is abused, threatened or assaulted in circumstances relating to their work”. Personal safety can also be particular issue for people working alone.

3.2.2 Aspire Executive is committed to providing a working environment that is free from all forms of bullying and harassment and in which everyone is treated with respect. Incidents of bullying or harassment will be dealt with using the Aspire Executive dignity at work policy.

3.3 Stress

3.3.1 Aspire Executive recognises its duty within the Health and Safety at work act to take reasonable practicable measures to protect its employees from work related stress. Under section 7 of that Act, employees have a duty not to endanger themselves or others and to co-operate with their employers in meeting statutory requirements.

3.3.2 Aspire Executive will assess health and safety risks, including stress, and introduce prevention and control measures based on those risk assessments. Stress risk assessments will be completed by the employee in conjunction with their line manager.

3.3.3 Aspire Executive aims to be an exemplar employer and managers have a responsibility to consult their employees over potential causes of work – related stress and how to reduce them. Any incidents relating to bullying or harassment will be dealt with using the Aspire Executive dignity at work policy.

3.4 Slips, trips and falls

3.4.1 We acknowledge that slips, trips and falls represent the most common cause of non – fatal major injuries. Everyone at work can help to reduce slip and trip hazards through good health and safety arrangements.

3.4.2 Effective solutions are often cheap and lead to other benefits. Employees are encouraged to identify and remedy trip hazards and raise more serious issues with their line manager.

3.4.3 Identification of slip and trip hazards is an essential element to the health and safety inspections conducted on a routine basis by the director.

3.5 Transport safety

- 3.5.1 Drivers must follow the daily vehicle inspection policy and report any defects or issues to the line manager before commencing their duties or as soon as any incidents occur.
- 3.5.2 Drivers must have correct licences to operate company vehicles and must advise the director immediately if this changes, random inspections on licences and vehicles will be carried out to ensure compliance.

3.6 Health and safety training

- 3.6.1 All employees will receive health and safety induction training shortly after beginning their employment with Aspire Executive. This training covers the basic health and safety requirements for their work area.
- 3.6.2 Managers will receive appropriate training in health and safety management to ensure they are fully aware of their health and safety responsibilities in their area and how to discharge them.
- 3.6.3 Managers will ensure that all employees are provided with suitable and sufficient safety training with particular reference to fire safety and first aid matters.
- 3.6.4 Managers will ensure that employees working in areas where specific risks are present are provided with the appropriate specialised training to ensure they may carry out their job safely and without risk to health.
- 3.6.5 Managers will review individual training needs with all employees on at least annual basis and will keep records of all employee safety training carried out.

3.7 Health and safety consultation.

- 3.7.1 Aspire Executive will set up systems for ensuring that health and safety issues are communicated to employees.

3.8 Performance monitoring and review

- 3.8.1 Safety will be a standard agenda item at management team meetings. These meetings will receive details of any accidents and incidents, training activities and progress against health and safety action plan.
- 3.8.2 The director will monitor progress against health and safety action plan.

3.9 Health and safety audits and inspections.

3.9.1 Aspire Executive will establish a system for conducting routing health and safety inspections of all work areas records will be kept from the routing inspections.

3.9.2 Managers are responsible for ensuring the hazards identified are actioned without delay.

3.10 Control of contactors

3.10.1 A contractor is anyone who enters our property or premises to carry out work. The way in which contractors are controlled will depend on the type of work they are required to do, and the level of risk involved.

3.10.2 Although both parties have duties under the Health and Safety at Work Act, it is essential that the work of contracts is controlled, and the responsibilities of both parties are clearly defined before the work begins.

3.10.3 Normally contractors will be engaged by the director. The director will vet contractors to ensure that they are competent to carry out the project.

3.10.4 Managers will monitor activities of contractors working in their area and will report to the director any unsafe acts or equipment.

3.11 Maintenance and testing plant and equipment

3.11.1 The director will ensure that all plant and equipment which requires statutory testing and examination (including lifts and electrical appliances) has been placed on a system for routine maintenance and testing.

3.11.2 Although this task is normally completed under contract with the director, managers will ensure the equipment has been placed on the register.

3.12 Accident reporting and investigations

3.12.1 Anyone on Aspire Executive premises, either employees, visitors, casual workers, passenger assistants or those employed elsewhere on work for Aspire Executive must report accidents or near miss incidents in the accident book. The accident book is kept by the director. An accident is defined as “an unplanned event that causes injury to persons, damage to property or a combination of both, for example a fall or a incorrect operation of machinery leading to a breakdown”. A near miss is defined as “an unplanned event which does not cause injury or damage, but which could do so (for example, articles falling near to people or short circuits on electrical equipment)”.

3.12.2 An accident form will be completed by the individual (or first aider) for all incidents that require first aid treatment. Accidents will be investigated by the line manager as soon after the incident as is reasonably possible, and in any event, not later than 3 days after the incident.

3.12.3 A written accident report will be produced for all incidents except those which require only minor first aid treatment. The report will be completed by the person investigating the accident (in consultation with the individual and any witnesses).

3.12.4 Once completed a copy of the accident report/ investigation form will be sent to the director. If required, the director will notify HSE.

3.13 First aid arrangements

3.13.1 The director will co-ordinate the provision of first aid and make the necessary arrangements to ensure that Aspire Executive maintains sufficient levels of first aiders.

3.14 Drugs and Alcohol Policy

Aspire Executive operate a Drink and Drugs Policy which allow the Managers/Director to carry out random checks on their employees – to ensure they are fit to carry out their duties safely.

3.15 Evacuation, emergency and contingency plans

3.15.1 Local emergency and contingency plans are determined by managers in conjunction with the director. Managers will ensure that all employees are made aware of these arrangements and are provided with the appropriate information and training as part of a local induction.

3.16 Liaison with the Health and Safety Executive

3.16.1 The HSE is the enforcing authority for ensuring that health and safety legislation is implemented in the workplace and safety standards are maintained to protect both employees and those affected by work activity.

3.16.2 In the event of an HSE visit to the area under the control of Aspire Executive, it is important that the relevant managers/director are notified to ensure that the HSE receive the appropriate information. Individuals dealing with HSE enquires must cooperate at all times.

3.16.3 The HSE may be contacted at FOD (Field Operations Directorate), London Division, Health and Safety Executive Rose Court, London SE1 9HS (tel. 0207 556 2162 or email www.hse.gov.uk)

3.16.4 Further information can be obtained from the Health and Safety at Work Act 1974, Health and Safety (Enforcement Authority) Regulations 1998, and what to expect when a health and safety inspector calls HSC14.