

# Health and Safety Policy

## 1.0 Introduction

This policy is a declaration of our intent to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment and to enlist the support of our employees in achieving these goals.

## 2.0 Health and safety management responsibilities

The CEO and Leadership Team recognise that they retain overall responsibility for health and safety matters. In managing these matters, emphasis is placed on managers and supervisors for recognising hazards and potential risks and then taking steps to minimise their effects on employees and others.

Our focus on Health and Safety matters is as follows:

### General

- Provide and resource an effective health and safety management system.
- Make arrangements to consult with employees on health and safety matters.
- Maintain appropriate Employers' Liability Insurance cover.
- Ensure that contractors (when used) are competent and monitored during work.
- Ensure that a process is in place to identify and report hazards.
- Ensure that all employees receive appropriate health and safety training.
- Provide measures to protect the health and safety of employees working alone.
- Monitor the health and safety performance of the organisation.

### Occupational Health

- Ensure that adequate procedures are in place to identify and address occupational health risk.
- Implement measures to reduce stress within the workplace.

### Accidents, Incidents and First Aid

- Record accidents and incidents.
- Complete accident and incident investigations, identify causes and measures for prevention.
- Ensure that applicable injuries and dangerous occurrences are reported to the Enforcing Authority.
- Ensure that adequate first aid arrangements are in place.

### Fire and Emergency Arrangements

Ensure that:

- Adequate arrangements are in place to deal with fire safety at our premises.
- Employees are aware of the fire and evacuation arrangements and other emergency procedures.
- Emergency equipment is provided, tested and maintained appropriately.
- Adequate Fire Risk Assessments are completed

## **Risk Assessment**

Ensure that:

- Risk assessments are complete and Safe Systems of Work are produced for all activities that pose a significant risk of harm.
- Risk assessments are documented and outcomes are carefully explained to the workforce.

## **Premises**

- Provide a suitable and safe working environment for employees with adequate welfare facilities
- Ensure good housekeeping standards are instigated and maintained.
- Provide suitable and sufficient maintenance of the facilities provided within the workplace.

## **Equipment**

Ensure that:

- All equipment provided by the organisation is suitable, properly used, and adequately maintained and safe.
- Any Personal Protective Equipment (PPE) provided gives suitable protection and that instruction on its use is provided.

## **3.0 Employee responsibilities**

Our policy takes account of the specific statutory duties placed on people to take care for their own health and safety whilst at work and for that of others. Specifically, we expect employees to:

- Ensure that company policies and procedures are read, understood and followed at all times.
- Take reasonable care for their health and safety and the safety of others whilst at work.
- Not intentionally or recklessly misuse anything required by law or provided by the company in the interests of health and safety.
- Follow all safety instructions and guidance.
- Report any incidents and accidents.
- Contribute to the promotion of health and safety in the workplace.
- Ensure all company vehicles are driven in a safe and suitable manner, and that the vehicle is left secure when not in use.
- Consult on health and safety matters and investigations to ensure a safe working environment is established.
- Seek advice from management on any issues relating to health and safety at work.
- Obey all safety signs, general office rules and arrangements.

## **4.0 Monitoring**

The operation of this policy is actively monitored through the use of 'Periodic Health and Safety Workplace Checklists'. The CEO has overall responsibility for this, but some tasks have been delegated to other key personnel. They must review compliance with the policy and procedures and arrange for remedial actions to be taken where necessary.

The outcomes of these periodic reviews will also be considered during the Annual Health and Safety review which determines whether our existing Safety Management System arrangements are adequate.

## 5.0 Legislation


In most cases Health and Safety legislation requires common sense, reasonably practicable precautions to avoid the risk of injury or ill-health at work. If the guidance and requirements of our Health and Safety Management System are adopted, compliance with the legal requirements will be achieved.

The following list sets out details of the main statutes and regulations that could affect Health and Safety at work at Scarf. Not every piece of legislation will apply to our operation on a day to day basis, but we need to be aware of them should circumstances change.

- Building Regulations 2010
- European Regulation (EC) No 2016/425/2016 on Personal Protective Equipment
- Confined Spaces Regulations 1997
- Control of Asbestos Regulations 2012
- Control of Major Accident Hazard Regulations 2015
- Corporate Manslaughter and Homicide Act 2007
- Electricity at Work Regulations 1989
- Employers Liability (Compulsory Insurance) Regulations 1998
- Equality Act 2010
- Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended)
- Gas Appliances (Safety) Regulations 1995 (as amended)
- Gas Safety (Installation and Use) Regulations 1998 (as amended)
- Gas Safety (Management) Regulations 1996
- Health and Safety (Amendment) (EU Exit) Regulations 2018
- Health and Safety Offences Act 2008
- Health and Safety at Work etc. Act 1974
- Health and Safety (Consultation with Employees) Regulations 1996
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (First Aid) Regulations 1981 (as amended)
- Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended)
- Health and Safety (Training for Employment) Regulations 1990
- Management of Health and Safety at Work Regulations 1999 (as amended)
- Personal Protective Equipment Regulations 2002
- Regulatory Reform Fire Safety Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Safety Representatives and Safety Committees Regulations 1977
- Workplace (Health, Safety and Welfare) Regulations 1992
- Working Time Regulations 1998 (as amended)

## Review

This policy will be reviewed regularly, and, if necessary, revised in order to ensure its continuing relevance and effectiveness. Scarf may amend it at any time and for any reason.

Authorisation	
Name	Lawrence Johnston
Job Title	Acting CEO
Signature	
Date	August 2021