

ACCLAIM FIRST LTD

Health and Safety Policy

About this Policy

It is the policy of ACCLAIM FIRST LTD (We, Our, Us), including all and any trading names connected with them, to pursue and promote at all levels of employment within our workforce measures which shall aim to ensure and protect the health and safety of all employees and any other persons connected with our operations including:

Customers and Clients
Employees
Visitors

This policy applies to all our employees and all:

Bona fide Sub Contractors
Volunteers

(Staff Members)

Status of this Policy

This policy does not form part of any contract of employment, or any other contract for work or services.

We have consulted with staff members in respect of the creation and implementation of this policy.

Our Health and Safety Standards

The implementation of this policy will fulfil all and any legislative requirements which we are subject to through ensuring:

- That all reasonable and practical steps and measures are taken to safeguard the health, safety and welfare of all Staff Members while at work.
- That the safety and health of any members of the public, or any other persons who may visit sites and locations where we carry out its business operations, is protected so far as is reasonably practicable.
- That sufficient measures are implemented by us to prevent accidents and

cases of work related ill health by managing the health and safety risks in the workplace.

- Provision of clear and adequate information, instructions and training to all Staff Members to ensure that they are competent to carry out their work in a responsible and safe manner.
- Our engagement with and consultation of Staff Members on a regular and appropriate basis in relation to the health and safety conditions of their work for us.
- Implementation of emergency procedures in case of significant events, such as fires etc, which threaten the health and safety of Staff Members and others.
- That we maintain safe and healthy working conditions, provides and maintains all necessary equipment, plant, machinery and any other tools necessary for Staff Members to carry out the duties of their role with us.
- We shall ensure safe storage and handling of any and all substances and products which may cause harm to Staff Members who are required to use them during the course of their work.

Health and Safety Information

Health and Safety Officer

The person who has the overall responsibility for overseeing our health and safety duties is and implementing all of the safety actions set out below is: **AMBER ELYSIA NOLAN (MANAGING DIRECTOR)**.

Risk Assessments

Relevant risk assessments shall be completed and actions arising out of those assessments shall be implemented where necessary. Where working habits or conditions change risk assessments shall be reviewed.

Training

Staff Members shall be given necessary health and safety inductions and provided with appropriate training and personal protective equipment where necessary. We will ensure that suitable training and relevant arrangements are in place to cover Staff Members engaged in work that is remote from our main site.

Fire Safety

All Staff Members and any other persons to whom this policy applies should ensure that they familiarise themselves with our fire safety procedures (including the location of all fire exits and fire equipment). Our fire safety procedures are displayed at: HEAD OFFICE.

We shall ensure that all Staff Members receive adequate training to ensure that they are aware of all procedures which must be followed in the event of a fire. Fire drills will take place every: 6 MONTHS.

All relevant and necessary signage and fire equipment for the protection and safety of Staff Members and any other persons entering and present on our premises will be displayed clearly and updated/maintained as necessary. Escape routes shall be well signed and kept clear at all times. Evacuation plans and procedures will be tested from time to time and updated as necessary. We shall ensure that our fire safety risk assessment is kept up to date regularly.

First-Aid and Accidents

We shall ensure that any work-related injuries or accidents are dealt with properly and investigated as appropriate. We shall ensure that full records are kept of any accidents and that these are reported to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) database as appropriate.

Our accident book is located at: HEAD OFFICE.

First-aid boxes can be located at:

Head Office supply cupboard

Our first-aid notice contains relevant information in relation to first-aid. The first-aid notice is located: HEAD OFFICE.

All accidents or workplace injuries should be reported to the above named person as soon as is reasonably practicable.

Public Health Emergencies and Infectious Diseases

We shall always ensure that our working environment and spaces which are accessible to the public are kept clean and properly ventilated.

Staff Members are reminded to regularly wash hands and maintain good standards of hygiene in order to minimise the spread of infectious diseases.

In the event of any public health emergency, we shall adjust working conditions accordingly and shall consult all applicable government advice.

Screens and Computers

All Staff Members who use computer screens and other forms of screens as a significant part of their role:

- Are encouraged to take regular breaks.
- Shall receive training and information to reduce the risks posed by regular use of screens.
- Are entitled to a workstation assessment in order to reduce any risks which may be present. This may be required from the person listed below.
- Shall be entitled to eyesight tests at our expense.

Signage at our Premises

All relevant and necessary signage for the protection and safety of Staff Members and any other persons entering and present on our premises will be displayed clearly and updated as necessary. Escape routes shall be well signed and kept clear at all times. Evacuation plans and procedures will be tested from time to time and updated as necessary.

Facilities

All relevant facilities such as:

Toilets
Taps with drinking water
Hand sanitising units
Public charging points

shall be provided and maintained by us. We shall ensure that these facilities are always safe to use through a system of routine inspection and cleaning and will take appropriate action where any defects are found.

Equipment and Machinery

Implementation of systematic inspections and testing of our equipment and machinery and ensuring that any necessary action is carried out promptly and efficiently where problems or defects are uncovered. All faults should be reported to the Health and Safety Officer as soon as they are discovered.

Additional Actions

Other relevant actions that shall be taken are:

The business shall implement a sign in and out system so that it is easy to identify who is on site in the event of a fire or other major safety event.

Duties of Staff Members

All Staff Members have a duty to cooperate in the implementation of this policy and to assist in ensuring that we maintain a safe working environments. All Staff Members have a duty to:

- Work and conduct themselves in a manner that promotes and ensures their own safety and the safety of others.
- Follow and obey procedures and practices that have been designed and implemented by us to ensure safe and healthy working conditions.
- Use any machinery, equipment, plant, machinery and any other tools and safety devices in accordance with the relevant product instructions and in accordance with any specific training which has been issued.
- Handle or use any substance in accordance with the relevant product instructions and in accordance with any specific training which has been issued in relation to that substance.
- Report any accident, injury or any other working condition which they believe to be unsafe or of immediate danger to the appropriate person (as described above).
- Assist with any necessary investigations of accidents with the aim of introducing new measures to prevent reoccurrence.
- Use any personal protective equipment that has been provided by us for the personal safety reasons under the requirements of the law. All staff members should ensure that they follow the relevant training, signage or wearing of personal protective equipment.

We pledge that we are committed to ensuring that all Staff Members are able to raise any health and concerns with the relevant person and that all concerns raised shall be treated seriously.

General Health and Safety Information

The approved health and safety poster is displayed at:

Clearly displayed in Head Office

The health and safety leaflets will be distributed to Staff Members and can also be found:

Head Office

Updates to this Policy

This policy shall be reviewed annually and shall be updated where appropriate.

SIGNATURE ON BEHALF OF ACCLAIM FIRST LTD

Signed: _____
(AMBER ELYSIA NOLAN, MANAGING DIRECTOR)

Date: 4th January 2023