

ACHETA CONSULTING LTD

HEALTH AND SAFETY POLICY

General Statement of Policy

The Company acknowledges and accepts its legal responsibilities for securing the health, safety and welfare of all its employees, of sub-contractors working on its behalf and all others affected by their activities.

It is the intent of the company to provide safe and healthy working conditions for all our employees by:

- providing and maintaining safe plant and equipment
- providing safe systems of work
- providing a safe place of work and safe access and egress
- providing for the safe use, handling, storage and transport of all particles and substances
- providing a safe working environment
- providing adequate and sufficient information, instruction, training and supervision

It is also the intent of this Company to enlist the support of all employees towards achieving the safest possible working conditions and to encourage consultation on all health and safety matters. Support, co-operation and consultation will also be sought from clients, other contractors and any other persons who might reasonably be expected to be included in such discussions. To this end, regular health and safety discussions will be held.

The Company accepts its responsibility for the health and safety of other people who may be affected by our activities including clients' employees, other contractors and members of the public. The Company also accepts responsibility for any affects our activities may have on the environment.

The allocation of duties for safety matters and the particular arrangements which will be made to implement this policy are set out in this document.

This Policy will be kept up to date particularly as regards any changes in activities or the nature or size of the business and will be reviewed annually.

Signed:



Date: 1 May 2017

Name: Dr John Simmons

Position: Managing Director

Organisation

Head of Company

The Managing Director has overall responsibility for health and safety within the company, and will:

- Ensure suitable financial provision is made for health & safety obligations
- Provide appropriate information and instruction to employees
- Ensure work is planned to take into account health & safety issues
- Ensure that staff at all levels receive appropriate training
- Monitor and assess risk to health and safety
- Understand the company policy for health and safety and ensure it is readily available for employees
- Set a personal example when visiting site by wearing appropriate protective equipment
- Actively promote at all levels the company's commitment to effective health and safety management

Health and Safety Representative

The person responsible for H&S is Avril Turner (BSc Hons)

Health and Safety experience /qualifications of above person: NEBOSH National General Certificate in Occupational Health and Safety.

The Health and Safety Representative will undertake and be responsible for:

- Monitoring the implementation of the health and safety policy throughout the company and reviewing its appropriateness by regular safety audits/inspections carried out in various workplaces
- Investigating accidents and implementing corrective action
- Reviewing health and safety legislation and implementing any new requirements pertaining to the company's undertaking
- Liaising with managers, employees, sub-contractors and specialists as and when appropriate
- Collating and reporting any accidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.) 2013

Employees

Section 7 of the Health and Safety at Work Act 1974 states the following:

It shall be the duty of every employee while at work:

- (A) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
- (B) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

In order for all employees to comply with their legal duties, they will undertake and be responsible for:

- Reading and understanding the Company's health and safety policy and carry out their work safely and in accordance with its requirements
- Ensuring that all protective equipment provided under a legal requirement is properly used in relation to any instruction / training given and in accordance with this health and safety policy
- Reporting any defects to work equipment immediately to the Safety Representative or Managing Director
- Reporting to the management any incidents, which have led or might lead to injury or damage
- Reporting any accidents or near misses however minor to the Safety Representative or Managing Director
- Using the correct tools and equipment for the job in hand and in accordance with training and instructions
- Co-operating with any investigation, which may be undertaken with the objective of preventing recurrence of incidents.

Consultation and Communication

In order to meet legal requirements concerning health and safety matters the company will communicate and consult with all employees on the following issues:

- The content of this policy
- Any rules specific to a site or job
- Changes in legislation and best working practice
- The planning of Health and Safety training
- The introduction or alteration of new work equipment or technology

Regular communication and consultation on health and safety matters will be achieved through six-monthly company review meetings, with health and safety a standard item on the agenda for these meetings. There will also be an annual meeting of the company's Health and Safety Committee. Issues requiring attention between these meetings will be communicated to relevant staff via e-mail, with a signed response requested when considered necessary.

Training

All employees will be provided with company method statements and risk assessments as part of the induction procedure and any updates.

Health and Safety training is provided through the Safety Passport Alliance Food and Drink Safety Passport, which all staff must obtain within 6 months of starting with the company.

This passport remains valid for 3 years, after which a refresher training day must be attended, and an exam passed, in order to maintain a current SPA Passport.

On-going training/ personal development will be assessed as part of the internal performance appraisal process. However, in order to demonstrate to customers our commitment to the concept of Continuing Professional Development, it is a requirement of employment that all employees are members of the pest control industry's recognised CPD scheme, known as BASIS Prompt.

Emergency Procedures

Working hours will be spent either working from home, or at client premises.

You have a duty to organise your home work-space, and conduct your working operations, such that the risk of fire is minimised.

Many client sites have formal induction procedures during which you will be instructed on the action to take in the event of an emergency. Where no such induction is offered you will be responsible for ensuring that you are aware of the emergency procedures for that site.

Staff welfare

As employees work either from home or at clients premises the company has no requirement to provide welfare facilities for employees.

However, you may occasionally be called on to work at sites with no welfare facilities. The company will reimburse employees for the purchase of products such as antibacterial hand-wipes.

Work Equipment

The only electrical items provided for company business are a personal computer and/or lap-top computer, and printer.

It is a legal requirement that the mains cable for such equipment be visually inspected periodically, by someone competent to do this. The company has assessed that employees themselves are able to undertake these checks, so each employee will be responsible for completing these checks on their own equipment on an annual basis, at the start of each calendar year. Results of these inspections must be with a fed back to management using the appropriate report form.

If any faults or damage are found on any equipment then you must stop using this immediately and report the fault to management.

No ladders are provided for company business. However, you will occasionally need to use stepladders, primarily to access roof voids where pest monitors are sited. It is anticipated that this will be no more than once or twice a week. You will inevitably be called upon to use your own judgement as to the safety of use of stepladders on individual sites, and should, in no circumstances, use ladders that you believe to be in any way unsafe, or when circumstances of use may be considered unsafe. You have been issued with the HSE's leaflet 'Safe use of ladders and stepladders', and instructed in the main provisions concerning pre-use inspection and safety in use.

Personal Protective Equipment (PPE)

Appropriate PPE will be issued to employees as and when necessary for their work activities. A written record will be kept detailing what PPE has been issued.

Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements.

You may request replacement items of PPE from, and must report any defects of PPE to, your line manager.

PPE forms are completed and returned to Line Managers by all employees when requested to do so, approximately every 6 months.

First Aid and Accident Reporting

All employees are issued with a first aid kit adequate for lone worker/ travel use. You are responsible for replacing any items used, and may claim back any expenditure so incurred.

When working on site the client will be responsible for provision of first aid facilities.

All accidents **MUST** be reported to the Managing Director and Health and Safety Representative. When working on site the site representative **MUST** also be informed. Details of all accidents will be recorded in the accident book, maintained by the Managing Director.

Certain accidents are reportable to the HSE's Incident Contact Centre. The Managing Director and Health and Safety Representative must be notified as soon as practicable after incidents causing the following injuries:

- any work related injury that leads to an employee being absent from work for more than 7 consecutive days not including the day of their injury (this does include weekends and rest days)
- fracture other than to fingers, thumbs or toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs

- serious burns (including scalding) which: covers more than 10 % of the body or causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which: leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

Accidents resulting in incapacitation of more than 3 days must be recorded, but not reported to the HSE. The record in the accident book is enough.

All accidents / incidents will be investigated by the Managing Director and/or the Health and Safety Representative with the following objectives;

- To determine the cause(s) with a view to preventing a recurrence
- To gather information for use in any criminal or civil proceedings
- To confirm or refute a claim for industrial injury benefit
- To prepare notification to be made to the Health and Safety Executive
- The degree of investigation will be dependent on the seriousness of the accident. The aim of the investigation will be to seek to answer the following questions;
 - WHAT caused the accident?
 - WHO was involved?
 - WHEN did it occur?
 - WHY did it occur?
 - HOW could it have been prevented?
 - HOW can a recurrence be prevented?
 - Corrective actions?

The appropriate investigation forms shall be completed by a competent person along with the entry in the Accident Report Record.

Hazardous Substances (COSHH)

The use of hazardous substances in the workplace is covered by the Control of Substances Hazardous to Health Regulations.

No substances that fall within the scope of COSHH are currently used during company activities.

No such materials may be introduced without first having been assessed and approved by the Managing Director and/or the Health and safety Representative. A formal documented risk assessment will be produced and relevant staff instructed on the precautionary measures necessary before and during use.

Manual Handling

Under the Manual Handling Operations Regulations 1992 (as amended) the employer has legal duties to:

- avoid the need to carry out manual handling operations wherever possible;
- if manual handling cannot be avoided the task should be automated or mechanised in some way, in order to reduce the amount of manual handling required;
- if manual handling cannot be avoided, an employer must assess the risks involved with the operations and take steps to avoid them.

This assessment is necessary to ensure that employees do not suffer injuries from manual handling tasks and it is important to note that there is no maximum weight given for manual handling tasks.

Working from home you should endeavour to organise your workspace in order to minimise the frequency of lifting and weight to be lifted. It is not anticipated that your office-based work should entail any operation which presents a manual handling risk.

Our inspection-only based site work activities should not entail any manual handling operations, the one possible exception being occasional movement of pallets. Such movement may be done only using a fork-truck operated by site personnel, or using a pump-action hand pallet truck.

Co-operation and Coordination

Employees must always familiarise themselves with client procedures when first attending site, in particular general site access, emergency procedures and high risk work activities including permit to work systems. Clients site procedures and specific instructions must be followed at all times.

Risk assessments

The Managing Director and/or Health and Safety Representative will carry out and record formal risk assessments. In addition risk assessments are carried out continuously by employees throughout their work. Hazards are considered and work methods established to minimize the risk of injury to themselves and others affected by the work. Where the employee does not have sufficient knowledge about a specific hazard, such as work in confined spaces, they will take further advice from the Health and Safety Representative if required. The head of the Company ensures operators are provided with appropriate instruction and training on risk assessments.

During the course of your work you will be required to work in a wide range of sites and will encounter a variety of hazards. Most of these will be hazards common to many sites, so-called generic hazards, and it is the objective of the company's Generic Site Health and Safety Risk Assessment to alert you to these, and to identify how the risks arising from such hazards may be minimised.

Some sites will also have specific hazards associated with them, for example, moving vehicles, explosive atmospheres, presence of asbestos, fragile roofs and surfaces, confined spaces etc. It is anticipated that you will be alerted to the risks arising from such hazards by these sites own induction and permit to work procedures.

However, you should recognise your personal responsibility for your own health and safety and be constantly vigilant for hazards that may not have been highlighted by site personnel.

Policy review

This policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it is implemented will be reviewed every year. In addition, reviews of risk and COSHH assessments (if and when applicable) and site safety inspections etc will take place from time to time.

This policy will, in any event, be reviewed at least annually.