

HEALTH AND SAFETY POLICY

This Document forms part of Advanced Health and Safety Policy; it is a working document and will be available to all employees, clients, and contractors.

Issued and produced by
Safety for Work Ltd

1 August 2023

Date	Version	Issued By	Changes
06/02/23	1	Safety for Work	Initial Document
13/07/23	2	Legal	Comments
01/08/23	3	Health and Safety + Legal Joint Issue	Updates

Version Approval

Version	Name	Title	Approval Record

Distribution

Version	Name	Title	Approval Record



Contents for Health and Safety Responsibilities and Arrangements

1. HEALTH AND SAFETY POLICY STATEMENT.....	4
2. HEALTH AND SAFETY ORGANISATION RESPONSIBILITIES	5
3. HEALTH AND MANAGEMENT ARRANGEMENTS	9
3.1 Risk Assessment	
3.2 Electrical Equipment	
3.3 First Aid	
3.4 Emergency Procedure	
3.5 COSHH	
3.6 Asbestos	
3.7 Vibration and Health Surveillance	
3.8 Legal Requirements	
3.9 Manual Handling	
3.10 Working at Height	
3.11 Lone Working	
3.12 Sub-Contractors	
3.13 Training	
3.14 Communication	
3.15 PPE	
3.16 Vehicle Use	
3.17 Welfare	
3.18 Display Screen Equipment	
3.19 Visitors	
3.20 Remote/Homeworkers	

1. Health and Safety and Environment at Work Statements

It is the policy of Advanced Business Software and Solutions Limited (hereafter referred to as “the Company” or “Advanced”) to comply with the terms of the Health and Safety at Work etc. Act 1974, subsequent legislation and to provide and maintain a healthy and safe working environment. The health and safety objective of the Company is to minimise the number of instances of occupational accidents and illnesses and ultimately achieve an accident-free workplace.

All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the above stated objective.

The Company recognises and accepts the duty to protect the health and safety of all visitors to its premises, including contractors and temporary workers, as well as any members of the public who might be affected by its operations.

While management will do all that is within its powers to ensure the health and safety of its staff, it is recognised that health and safety at work is the responsibility of every individual associated with the Company. It is the duty of each employee to take reasonable care of their own and other people's welfare and report any situation which may pose a threat to the well-being of any other person.

Management will provide every employee with the training necessary to carry out their tasks safely. However, if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is the employee's duty to report this to their supervisor or the person responsible for health and safety. An effective health and safety programme requires continuous communication between workers at all levels. It is therefore every worker's responsibility to report immediately any situation which could jeopardise the wellbeing of the worker or any other person.

The Company will make available such finances and resources as are deemed reasonable to implement this health and safety policy and environment at work policy (“the Policies”).

All injuries, however small, sustained by a person at work must be reported to the Company. Accident records are crucial to the effective monitoring and revision of the Policies and must therefore be accurate and comprehensive.

The Company recognises the civil and moral need to ensure that all employees adhere to these Policies and will be prepared to invoke the disciplinary procedure in case of any deliberate disregard for these Policies.

These Policies will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur. These Policies will be updated at least every 12 months. The specific arrangements for the implementation of the Policies and the personnel responsible are detailed in section 2 of this document.

Signed on behalf of Advanced

DocuSigned by:
Yasmin Mangalji
.....62262D88C86416.....

Yasmin Mangalji, General Counsel

1st August 2023

2. Health and Safety Organisation Responsibilities

CEO

The CEO of the Company has overall responsibility for health and safety and in particular for:

- Establishing effective Policies within the Company and seeing that the law is complied with;
- Continuous appraisal of the effectiveness of the Policies and ensuring that any necessary changes are made;
- Demonstrating personal involvement and support;
- Fulfilling the Company Policies;
- Ensuring adequate funds and materials are available to meet the needs of both Policies;
- Continually reviewing the safety and environmental objectives;
- Ensuring that subordinate responsibilities are being assigned, co-ordinated and monitored at all levels.

Facilities Manager and Health and Safety Officer

The Facilities Manager and Health and Safety Officer for the Company is responsible for:

- Ensuring that within their area of responsibility the Policies are complied with and that no member of staff or the general public is put at risk as a result of the Company conducting its business;
- Monitoring contracts to ensure instructions are being complied with;
- Recording details of accidents and damage to company property and recommending corrective action;
- Conducting staff meetings for all members of staff during which safety training will be carried out. Safety reports and staff suggestions should be sought.
- Ensuring that all electrical equipment is inspected by a trained person and results noted in the equipment log book;
- Carrying out safety and environmental inspections, surveys and samples. Unsafe or unhealthy conditions should be noted, and those which cannot be rectified by them should be referred to the Facilities Manager and Health and Safety Officer;
- Ensuring that all new staff are properly inducted and trained in the contents of the health and safety and environmental policy statements.
- Ensuring health and safety representatives are trained and capable of carrying out their duties.

PX/Human Resources

PX/Human Resources will have the responsibilities to:

- Ensure that adequate training is undertaken at a competent level.
- Maintain health and safety records, e.g., staff development and training, etc

Fire Wardens



All fire wardens must have the necessary training and qualifications, as evidenced by a current fire warden certificate.

It is the responsibility of all fire wardens to maintain a valid certificate of competence and to advise their manager when it is due to expire. The fire warden will also keep a record of training and qualifications. The list of fire wardens and their locations are displayed on notice boards.

Fire Wardens will have the responsibilities to:

- Participate in all required fire warden training;
- Know who works in their allotted area;
- Ensure that all employees in their area are familiar with their assembly points, and nearest escape routes.

First Aiders

All first aiders must have the necessary training and qualifications, as evidenced by a current first aid certificate.

It is the responsibility of all first aiders to maintain a valid certificate of competence and to advise their manager when it is due to expire. The first aider will also keep a record of training and qualifications. The list of first aiders and their locations are displayed on notice boards.

All information of a personal nature obtained in the course of first aid duties will be treated as confidential.

First aiders will have the responsibility to:

- Act in accordance with their training at all times;
- Summon further medical help where necessary;
- Look after the casualty until recovery has taken place or further medical assistance has arrived;
- Ensure their own safety at all times;
- Record all treatments for which they are responsible, with specific details of the injury or other reason for treatment;
- Ensure that the first aid box for which they are responsible, at the first aid point at which their name is affixed, is appropriately stocked and maintained in a clean, tidy condition, obtaining replacement items as necessary;
- Ensure that the first-aid room (if applicable) is kept tidy and well-stocked.

Employees

Employees have responsibilities in respect of health and safety and the environment. In particular they will:

- Co-operate at all times with management and the Facilities Manager and Health and Safety Officer in the implementation of and adherence to the Policies;
- Take reasonable care for their safety and for the safety of others who may foreseeably be affected by their actions at work;

- Not intentionally or recklessly interfere with or misuse anything provided for the purpose of health and safety at work;
- Report all health and safety and environmental concerns to line managers or the Facilities Manager and Health and Safety Officer;
- Assist with the completion of the risk assessment programme.

Company Health and Safety Advisers – Safety for Work Ltd

Company health and safety advisers are responsible for:

- The organisation of health, safety and environmental matters within the guidelines of the Policies of the Company;
- Liaising with the Facilities Manager and Health and Safety Officer and/or the Head of Risk and Compliance (as appropriate) of the Company regarding matters appertaining to health and safety and environment within the Company.
- Investigating work methods, materials or equipment which could generate hazards;
- Investigating accidents, dangerous occurrences or diseases and reporting and recording of any RIDDOR incidents;
- Liaising with clients on health and safety and environmental matters where any decisions taken could have companywide implications;
- Ensuring that within the premises occupied by Company personnel, the Policies are complied with and that no member of staff or visitors are put at risk as a result of equipment or practices employed in conducting the Company's operations;
- Measuring, appraising and directing the Company's performance in health and safety and environmental matters;
- Ensuring that information on the Company's Policies are understood at all levels;

Health and Safety Responsibility Chart

CEO

Facilities Manager and
Health and Safety Officer

PX

Fire Warden

First Aiders

Employees

Company Health and Safety
Advisers

3. Health and Safety Management Arrangements

3.1 Risk Assessment

Safe working can only take place if all of the hazards that exist in a work task are identified and evaluated. This process is called risk assessment and seeks to quantify the level of risk to which people are exposed. Once the risk has been quantified, it is possible to determine what actions are necessary to either remove or reduce the risk.

The Company has an established colour coded Risk Assessment process. **Red for High Risk, Amber for Medium Risk, Green for Low risk.**

This process is detailed comprehensively but specifically identifies the hazards associated with:

- People
- Procedures / Tasks
- Equipment / Machinery / Tools
- Substances
- Location
- Environment

The Company's approach to Risk Assessments follows a three stage process.

Stage 1 – Generic Risk Assessment

A Generic Risk Assessment will be made and recorded, where there is a similarity of activities, and the hazards and risks associated with them. These may well be in different physical areas or workplaces but, a Generic Risk Assessment will be made which covers their basic features. The Generic Risk Assessment once completed will be placed in the folder on site.

Stage 2 – Site Specific Risk Assessment

Site Specific Risk Assessment will identify the hazards by location and what control measures are required, completed site specific risk assessments will be placed in the folder on site.

Having identified a work situation requires further hazard and risk evaluation a Site Specific Risk Assessment will be conducted. This will require the Risk Assessor to take an in-depth look at both the work process and the environment in which the task is to be completed. A detailed review of existing control measures will be made and scored and then the proposed control measures to reduce the likelihood and severity of an incident occurring to lower the score.

This assessment will categorise the activity into low, medium or high risk taking into account the consequence (likely severity) and the likelihood of the event occurring. It is possible to carry out ranking using the simple formula, where the risk = severity estimate x likelihood estimate.



These estimates are given colour values that are simple in application. Red for High Risk, Amber for Medium Risk, Green for Low risk.

Stage 3 – Communication of Information

The information from the Risk Assessments must be passed on to all employees who are exposed to the risks. This procedure is elaborated in greater detail under "Health and Safety Training". At each location the Risk Assessments will be held in the site file and must be made available to all employees. Internal audits will be conducted on a regular basis to ensure that the information contained in the Risk Assessments is reviewed and is being communicated effectively.

Management of Health and Safety at Work Regulations require co-operation and sharing of information between employers sharing or acting as host at a workplace. As a service provider to clients premises the Company expects that all contracts are commissioned with an open dialogue with regard to Health and Safety. The Company recognises the legal and contractual requirements to exchange Risk Assessment data. Therefore, Health and Safety is a part of any contract implementation process. Risk Assessments will be conducted following award of contract, and control measures written and if they highlight any significant Risks that employees should be aware of, then they will be passed on to employees at the implementation stage.

Risk Assessments will be reviewed annually to ensure their validity or in the event of an incident or accident that warrants a review. Risk Assessments will also be reviewed when a new procedure arises or the circumstances of the existing risk assessments themselves change.

Once a Risk Assessment process has been completed and a hazard reduction plan prepared the following preventative measures will be introduced in the priority order listed.

1. Hazard elimination e.g.: change of process;
2. Substitution elimination e.g.: replace one chemical for another;
3. Use of barriers / warning systems;
4. Use of procedure e.g.: Safe System of Work;
5. Use of Personal Protective Equipment.

3.2 Electrical Equipment Arrangements

Employees, unless adequately trained, will under no circumstances attempt to install or repair sockets, plugs and tools or interfere with plant, appliances or electrical installations. These jobs will be undertaken by an authorised and competent person, either employed by the Company or by contractors, agents or manufacturers called to the building.

Guidelines and Precautions

The Electricity at Work Regulations (“EW Regulations”) were introduced to ensure that precautions are taken against risk or death or personal injury from electricity in work activities. All electrical work undertaken will conform to these EW Regulations. The EW Regulations address a number of different aspects to the achievement of electrical safety, which may be summarised as follows:

- Planning and design;
- Installation;
- Commissioning;
- Use;
- Routine maintenance and fault repairs;
- Dismantling at end of required life.

Within the EW Regulations are specific guidelines for the requirement of suitable 'hardware', i.e. the components used to make up electrical systems and also for safe systems of work. Furthermore, the EW Regulations impose general requirements to ensure that all electrical systems are, first, of such construction and, second, are maintained so as to prevent danger.

The Company will ensure, through planned preventative maintenance, that:

- Mains supplies are inspected and checked for breaks, clean and tight connections and loading;
- Plant and equipment is maintained according to the manufacturers and installers guidelines;
- Appropriate warning and safety signs will be posted alongside plant, equipment or supplies.

In view of the dangers represented by electricity it is extremely important that electrical work, other than small tasks such as the changing of light bulbs, is undertaken only by those with the expertise (in the form of technical knowledge, experience, skills and competence) to do so, in all aspects of the job or task. Such work is often assigned to contract electrical engineers, and work must conform to the EW Regulations in every respect.



Portable Appliance Testing (PAT)

The Company is required by law to test every portable appliance in use. The term 'portable appliance' is deemed as being an appliance or equipment that can be readily disconnected from the system, typically via a 13-amp plug top. Many items which fall within this classification, e.g. appliances, kitchen equipment, desk system equipment (DSE), photocopiers, etc., and the items, their leads and plugs will be tested on an annual basis by a competent person using approved testing equipment.

The results of these tests will be logged using a Testing Log Sheet and a self-adhesive label must be affixed to each appliance showing the date tested and by whom. Should an appliance fail the test, the item must be removed immediately for repair or replacement. These tests represent a legal requirement and the Environmental Health Officer is entitled to call on-site without notice and demand to see the log sheets and evidence that the required tests have been carried out.

The Company will ensure that this required testing is undertaken on a periodic basis.

Electrical Safety Procedure

Any portable electrical equipment used by Company must be reported to the Facilities Manager and Health and Safety Officer for electrical testing.

When a check is carried out, a 'Portable Electrical Equipment Inspection and Test Report Form' must be completed and filed with the Facilities Manager and Health and Safety Officer.

Evidence of testing will be logged on a file held by the Facilities Manager and Health and Safety Officer.

3.3 First Aid Arrangements

Office Staff

The Company will ensure that adequate first aid provision is made for its staff based in any occupied office (other than virtual offices, who will provide this themselves). An assessment will be made taking into account the following;

The Company will ensure that adequate first aid provision is made for its staff based in the any occupied office (other than virtual offices who will provide this themselves). An assessment will be made taking into account the following;

- Layout and complexity of the building;
- Numbers of staff employed and the ratio of male to female;
- Number of buildings/premises occupied and number of floors occupied;
- Any special facilities required for individuals i.e. young persons, disabilities or people with specific health problems;
- Nature of work conducted and level of risk;
- Type of products used and stored and exposure to risk thereof;
- History and record of accidents or ill health at work;
- Lone workers;
- Visitors and/or contractors;
- On the basis of the assessment, one person will be appointed and trained as First Aider. The First Aider will also be responsible for completing the office accident book and replenishing the First Aid Box as and when required, details and contact/location information will be published to all employees and reviewed on at least an annual basis or if a specific or accident warrants it.

Looking after an injured person until first aider arrives in an emergency.

- ***Priorities*** Your priorities are to: assess the situation – do not put yourself in danger;
- Make the area safe;
- Assess all casualties and attend first to any unconscious casualties; send for help – do not delay.
- Check for a response, gently shake the casualty's shoulders and ask loudly, 'Are you all right?' If there is no response, your priorities are to: shout for help;
- Open the airway;
- Check for normal breathing;
- Take appropriate action.

On the basis of the assessment one person will be appointed and trained as First Aider. The First Aider will also be responsible for completing the office accident book and replenishing the First Aid Box as and when required, details and contact/location information will be published to all employees and reviewed on at least an annual basis or if a specific or accident warrants it.

All Accidents that result in injuries to employees of the Company or contractors working on their behalf must be reported to the Health and Safety Advisor, the Accident Book is to be completed and if required the Health and Safety Advisor will make the RIDDOR reporting in the standard set out by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

There will then follow an accident investigation. The Company accident investigation is recorded on Accident/Incident Investigation Report Reference Form. The investigator should consider the following whilst conducting the investigation:



- (i) Establish if Health & Safety preventative measures have been recorded (Risk Assessments, COSHH Assessments and Method Statements);
- (ii) Adopt an open mind towards the events and issue under examination and not pre-judge;
- (iii) Total reliance should not be placed on any one sole source of evidence;
- (iv) The value of witness statements will be judged against the time lapse from when the event occurred;
- (v) Review the Form Accident/Incident Report identifying when, where, to whom, and the outcome of the incident;
- (vi) Use Accident Investigation questionnaire to further the nature and background to the accident;
- (vii) All information must be factual and first hand. Information obtained via opinion and/or hearsay should not be considered unless it can be substantiated.

Once the immediate investigation and checklists have been completed and all relevant information has been gathered the reporting manager or supervisor will make a formal report. Depending on the severity of the accident/incident the report can be an Incident Summary or a more detailed written report that will address and provide answers to the following questions.

- (i) What was the primary cause of the accident / injury or loss?
- (ii) What were the contributory causes?
- (iii) What is the necessary corrective action?
- (iv) What systems changes are necessary to prevent a reoccurrence?
- (v) What reviews is necessary of policies or procedures? (i.e. Risk Assessments)

The report will contain specific information. When the reporter completes the form it must be remembered that it is a legally "recoverable" document and should the incident go before court, can be used as evidence.

Therefore the following information must be clearly identified and shown on all reports.

- (i) A summary of what happened;
- (ii) Introductory containing events prior to the accident;
- (iii) Information gained during investigation;
- (iv) Details of witnesses;
- (v) Information about injury or loss sustained;
- (vi) Conclusions and recommendations;
- (vii) A summary of what happened.
- (viii) Supporting material (photographs and diagrams).
- (ix) The date and signature of the investigator.

3.4 Arrangements For Emergency Procedures

Contract based arrangements

The Company places great emphasis on their employee's safety whilst at work. It is important that they are trained and made aware of the local arrangements for their safety in the event of a fire evacuation.

Staff should always:

- Attend a local induction course to be told what to do in the event of a fire this will include methods of raising the Alarm. Action on hearing the alarm and evacuating the area by the nearest escape route;
- Understand signs and directions to places of safety;
- Familiarise themselves with the premises layout and location of fire exits;
- They should know how to raise the alarm and where the alarm points are located;
- Know what their part is in the prevention of fire;
- Take part in training sessions and drills as conducted locally;
- Offer any feedback or comment.

A record should be kept of all training in this regard and reviewed on at least an annual basis.

3.5 COSHH Arrangements

Whilst the chemicals in use by employees of the Company are generally non-hazardous, the nature of the work process by which they are involved could present a risk. Each chemical in use will have an assessment of the risk. The risk presented by a chemical or substance will not be dependent upon just the physical and chemical properties, but also the function of the way it is used. COSHH (CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002, AMEND 2004) assessments will be carried out on all the chemicals and substances used by the Company and detailed in the Site File.

The control measures found during the assessment process will be published immediately and staff will be instructed on its findings. If a product is assessed as dangerous it will be removed from the Company and not used.

Method Statements will list the control methods as part of the work procedure and indicate any chemicals by their COSHH reference number. Method Statements will always refer the operator to the COSHH Assessment, to be able to access and retrieve the technical information.

Use, handling and storage of Chemicals:

- (i) Always wear rubber gloves when using any Chemical materials.
- (ii) Always wear all the recommended PPE.
- (iii) Never put chemicals in unmarked containers.

- (iv) Always store chemicals in a secure storeroom.
- (v) Never mix chemical agents together.
- (vi) Always dilute to the correct amount of chemical agents.
- (vii) If you get splashes on your skin, rinse immediately with water and report to your Supervisor.
- (viii) Never leave chemical agents unattended.
- (ix) Never smell chemical agents to distinguish one from the other - some agents have powerful fumes.
- (x) Any adverse reactions suffered, as a result of using any chemical agent should be reported to your Supervisor without delay.

The manufacturers regularly publish updated documents (Material Safety Data Sheets – MSDS) to inform chemical users of new or changes within supplied substances. The Company will monitor these publications and will inform its employees of any changes with a new or a reviewed re-issue of the appropriate COSHH Assessment.

Health surveillance allows for early identification of ill health and helps identify any corrective action needed. Health surveillance may be required by law if Company employees are exposed to noise or vibration, solvents, fumes, dusts, biological agents and other substances hazardous to health, or work in compressed air.

It is the Company policy to take this approach in its simplest form; health surveillance will involve employees checking themselves for signs or symptoms of ill health following a training session on what to look for and who to report symptoms to. For example employees noticing soreness, redness and itching on their hands and arms, where they work with substances that can irritate or damage the skin.

3.6 Legal Arrangements

Health & Safety at Work Act 1974

The Health and Safety at Work Act 1974 represents the most radical piece of legislation affecting the work place since such legislation began early in the 19th Century. The essence of the act is to safeguard the health, safety and welfare of the employees and employers have a legal responsibility to make sure this happens.

The Act imposes general duties on employers, the self-employed and employees as well as creating the mechanism to introduce subsidiary codes of practice and guidance. The Act is referred to as an enabling act which allows for the Secretary of State to approve other pieces of legislation proposed by the Health and Safety Commission.

The Act requires that:

- All information must be pro-actively introduced and brought to the attention of employees;
- Employees must be consulted in all matters relating to health and safety at work;
-



- Employers must prove that, in cases of possible transgression, they have done whatever is reasonable and practicable to ensure that the particular infringement has not taken place. **This means that employers are deemed to be guilty until they can prove themselves innocent;**
- Offending employers are prosecuted and if negligence is proven, are given a heavy fine and a criminal record.

Law - "Six Pack"

Additional legislation was passed in 1992 and this has been added to the Health and Safety at Work Act 1974. This legislation has become known as the "Six Pack" and it covers: all areas of risk at work in general terms and is supported by approved codes of practice and guidance notes.

The Six Pack legislation includes:

1. **Management of Health and Safety at Work Regulations 1999**
 - Employers must take a responsible attitude towards the health and safety of their staff;
 - Responsibilities must be detailed;
 - Meaningful risk assessments must be undertaken by competent staff with results recorded and retained;
 - Any action identified must be implemented within a "reasonable period".
2. **Provision and Use of Work Equipment Regulations (PUWER) 1998**
 - These Regulations deal with the safe supply, use and maintenance of plant, equipment and machinery used in the workplace;
 - All equipment must be able to be used safely at all times, including periodic inspection and testing and the training of operators.
3. **Manual Handling Operations Regulations 1992**
 - Manual handling of loads should be avoided wherever reasonably practical;
 - A risk assessment must be undertaken where manual handling is a routine part of the job;
 - Appropriate training must be provided in relation to the tasks being carried out.
4. **Workplace (Health, Safety and Welfare) Regulations 1992**
 - The Regulations strive to create a generally safer workplace focusing on areas such as a safe means of access, prevention of falls, provision of sanitary and washing facilities, drinking water etc;
 - The Regulations also cover specific hazards such as the safety relating to internal glass and powered doors;
 - Periodic general inspections of the workplace should be undertaken by a responsible employee or agency.



5. **Personal Protective Equipment Regulations 2002**

- A risk assessment must be carried out to determine the suitability of the personal protective equipment;
- Protection against ever present but unpredictable hazards may require personal protective equipment such as safety helmets, eye protection, safety footwear etc.

6. **Health and Safety (Display Screen Equipment) Regulations 1992**

- A risk assessment must be undertaken for each computer workstation in order to ensure that the workstation is safe;
- The equipment must be comfortable for the user offering adjustability where necessary;
- Every effort must be taken to rest the eyes, hands, neck, shoulders etc. to reduce the possibility of long term disability.

Additional Health and Safety Legislation

- Health and Safety (First Aid) Regulations 1981
- Electricity at Work Regulations 1989
- Control of Substances Hazardous to Health Regulations 2002 and The Control of Substances Hazardous to Health (Amendment) Regulations 2004 (COSHH 2004)
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Health and Safety (Consultation with Employees) Regulations 1996
- Health and Safety Information for Employees (Amendment) Regulations 2009
- Working at Height Regulations 2005
- Construction Design and Management Regulations 2015
- Regulatory Reform (Fire Safety) Order 2005

This list is non-exhaustive and further information can be found at: www.hse.gov.uk

The Company notes that legislative requirements in respect of Health and Safety are regularly reviewed. In order to ensure compliance the Company will ensure that relevant steps are taken and sources of information reviewed to maintain its' legal obligations.

All relevant new legislation and regulations are reviewed as part of day to day management activities and more formally during Management Reviews, in order to establish their relevance with regard to the Company's activities.

3.7 Manual Handling Arrangements

All manual handling activities will be identified.

Manual Handling Assessments

The Company will train manual handling assessors to identify those tasks which include an element of manual handling. Upon identification, they will also complete manual handling



assessments for each of these tasks. These will be reviewed annually or when any of the tasks identified change significantly.

During the assessment, the following will be considered:

- Should the Company provide mechanical lifting aids of some kind?
- Should the Company change the layout of the working area so as to allow people to work in a better way?
- Should the Company redesign loads so as to make it easier to handle?
- Should the Company allocate more people to the job so as to reduce the overall burden on each person?
- Should the Company training the workforce in safer working practices?

Alternatively, can the working system be redesigned so as to eliminate the need to handle the load altogether?

Training

All relevant personnel will receive manual handling training which will be reviewed on a regular basis. Information on any specific manual handling techniques appropriate to the tasks completed will also be provided.

Information on Safe Lifting

'Safe lifting' basically means using common sense. It is not a question of strength, it's a commitment to lifting correctly each time an object is lifted or moved. Listed below are basic safety tips which, when followed, will prevent accidents or injury to employees.

Basic safety tips when moving objects:

1. Get help – if there is any doubt about your ability to move the object by yourself;
2. Get a good grip – to make carrying easier and to protect your fingers and toes. Use your palms and whole of fingers;
3. Wear gloves - to protect against slivers, cuts, scratches and burns;
4. Lift with your legs – don't really put your back into it;
5. Feet should be hip width apart, leading foot in direction of travel;
6. Keep your arms close to your body with elbows tucked in;
7. Your head should be facing in the direction of travel with chin tucked in;
8. Keep hands in the clear – fingers can be crushed when load is put down carelessly.

When lifting or lowering from a high place these guidelines must be followed:

- Stand on a sturdy ladder or platform, never on the top rung;
- Lift the load in smaller pieces if possible;
- Push up the load to see how heavy and stable it is;
- If necessary make it a two person job (this is often best when lifting or lowering from high places as the exercise is done with weaker arm muscles at that height);
- Slide the load as close to yourself as possible before lifting;

- Grip firmly and slide it down, if lowering.

3.8 Lone Working Arrangements

Lone working is defined as working with no other person within visual or normal audible range. The availability within range need not be on a continuous basis, but the adequacy of non-continuous coverage must be assessed in relation to the hazards of the work concerned, in determining if the work will be considered as 'lone-working'.

Whilst employees have responsibilities to take reasonable care of themselves, it is the duty of the Company to organise and control working patterns. Safe systems of work will be instigated after the identification of hazards and the assessment of risk.

Safe Systems of Work

- When the work to be undertaken consists solely of work such as office administration, no special action is required, but if outside normal working hours the notifications relating to such work must be given;
- A risk assessment will be made of the work environment and task to be completed. This may conclude that one person cannot control the risks involved, e.g. employees working in a workshop or in remote parts of the building, etc;
- When the work is to be done during normal working hours, the approval must be given to named individuals for specific tasks (taking into account any known health problems of the individual). If the four conditions given below can be assured, these specified tasks could be allowed for unspecified occasions. However, when the work is to be done outside normal hours, approval may be given only for specific occasions.

In giving approval for lone working, managers will identify any hazards by completing a suitable and sufficient risk assessment and ensure that:

- All equipment to be used is in safe working order;
- Safe working procedures are available and are known to the employees concerned, they have the training and competence to use the equipment and to follow the procedures, and will not improvise or take potentially dangerous short-cuts;
- The area in which the work is to be carried out is in a condition to permit the work to be carried out safely, e.g. it has adequate space, is tidy and has safe means of access;
- In addition, when the work is to be undertaken outside normal working hours, the manager will ensure that arrangements have been made for checking at agreed intervals appropriate to the nature of the hazards.

When the work involves the use of equipment for which the hazard is significant, even though the working procedures ensure that the risk is small, either the work will not be undertaken outside normal working hours or arrangements must be made for another employee to be present.

3.9 Control of Contractors Arrangements

Introduction

The Health and Safety at Work Act 1974 provides that the Company and the contractor have duties to ensure the health and safety of their own and each other's employees. This means that the place of work, the equipment used, the systems of work employed and the competence of the personnel are covered by legal requirements.

Selection of Contractors

Section 3 of the HSAW Act implies a duty on the Company to ensure that any contractor is competent to carry out the tasks required. Cost will never be the main criteria for the selection of a contractor. Before commencing major works a pre-contract meeting will be arranged to discuss safety matters.

Safety Policy

The Company when selecting contractors to carry out works must ensure that their safety policy, where appropriate, outlines their commitment to safety. A copy of the contractor's safety policy will be requested.

The Company must also satisfy itself that a copy of the contractor's safety policy document has been distributed to the employees and self-employed staff of the contractor and that its procedures are understood by them.

Risk Assessment

Contractors must provide the Company with risk assessments and detailed method statements on how the tasks will be completed and what tools/equipment will be used.

The relevant manager when approving the contractor must also investigate the following:

- Have the workers received training for the works to be carried out?
- To what extent is there supervision for the task?
- What is the competency of the contractors in the management of health and safety?
- What are the proposals for safe working?
- Has the contractor ever been subject to enforcement action?
- How does the contractor's accident record compare to that of other companies?
- Can the contractor's health and safety attitudes be checked with previous clients?

The investigations must be recorded and kept on file for future reference.

3.10 Health and Safety Training Arrangements

The Company recognises that training for Health & Safety is not an end in itself; it is a means to an end. Talking in general terms to employees about the need to be safe is not regarded as training. The Company also acknowledges that information gained by instruction; films, videos, posters and booklets will not guarantee that safe behaviour will be obtained from individuals. Therefore training is not a substitute for safe and healthy conditions and good design and maintenance of plant and equipment.

Health and Safety training receives active commitment, support and interest of all managers within the Company, all members of the management team should demonstrate this by example. Trained workers will not obey safety rules if supervisors and managers are known to ignore them.

The Company provides training from managers to supervisors that are not only knowledgeable in their subject, but are also qualified to answer questions on the practical application of the knowledge in the working environment, which will include a familiarity with organisational work practices, procedures and rules.

New – Employees

The Company recognises that new-employees are more likely to have accidents than those who have had time to recognise the hazards of the work place do. To meet this requirement and to satisfy in full legislative responsibilities, Health and Safety must form part of the new employee's induction programme.

During contract commissioning, irrespective of the nature of the type of contract, all employees will be formally inducted to the Company. At this stage they will receive induction training and courses on all aspects of the companies operation. Within their induction, all employees must attend and receive induction training on Health & Safety. More extensive training will be introduced depending on the type and demands of the contract they will be working on. It is also encouraged to seek active support from the client to address the unique health & safety issues the Company's employees will have to comply with at that location.

However the Company Health and Safety training programme covers the following as a minimum:

- Review and discussion of the Company's health and safety policy;
- The Company's philosophy on safety;
- Local, national & company safety rules, regulations and procedures;
- The Health & Safety role of supervisors and other members of the management team;
- The wearing, issue and use of Personnel Protective Equipment;
- First Aid and Accident Procedures;
- Fire and Emergency Procedures;
- Hazards associated with tasks and locations;
- Chemical awareness (if applicable);



Once induction training has been completed the new employee will sign receipt on the companies Induction Training Record Sheet, The person providing the training is also required to countersign the Induction Training Record Sheet, in each of the categories in which he or she has given that instruction. Any comments about the employees training will also be recorded as will a date for their refresher training, which must not extend beyond 12 months from the initial training date and so forth thereafter.

All new employees will also receive Practical Induction Training which will concentrate on the main tasks and areas he or she will be involved in. These include chemicals, equipment and task related training. As with the Health & Safety Induction Training, this training will be recorded.

Supervisory and General Management Training

The Company recognises that to meet the requirements of the Health & Safety at Work Act 1974, and to support its own Policy on Health and Safety, all Supervisors & Managers must comply with and pass on any health & safety related information, instruction and training. They must be made aware of their responsibilities and of their accountability within the Health and Safety Management System Framework and of the employees they are charged with.

The key points covered in the training of Supervisors and Management are:

- The organisations Safety Programme and Policy;
- Legal framework and duties of the organisation, management and employees;
- Specific Laws and Rules applicable to the work area or process;
- Safety Inspection Techniques and Requirements;
- Causation and consequences of Accidents;
- Basic Accident Prevention Technique;
- Disciplinary Procedures and their Application;
- Control of Hazards likely to be present;
- Techniques for motivating employees;

Senior Management Training

Senior Managers will give essentially the same information as the Line Managers & Supervisors. This will allow them a full appreciation of the tasks of subordinates, make them more aware of standards of success and failure and equip them to make cost - beneficial discussions on Health and Safety. Where a contract is of suitable size, training will be provided to the Manager to a professional standard.

Specialised Training

Where a contract demands, specific specialised training, this will be provided usually externally. Clients who conduct their own specialised training courses for specific areas and tasks are to be approached for enrolment of the company's employees. Certificates of attendance and competence will be sought from the training provider and these will be kept in the staff files of

Fire & Evacuation Training

Fire training and evacuation to the extent that all staff should know the action to take when evacuation is required or when fire alarms sound. In the main this will be given to all employees during their induction-training requirement and identified as fire and evacuation procedures. Knowledge of particular emergency plans will be given at a local level and active support from clients will be sought with particular attention to participation in their own fire training, drills and evacuation procedures.

Refresher Training

The Company accepts and is dedicated to regular refresher training within the Health and Safety Policy and its procedures. It is dedicated to ensuring that the maximum period of time between training will be six months. There will also be provided further on-going training as contracts develop and grow.

Training Records

Every operative must have a copy of their personnel training record kept at Head Office in their personal HR file. All training, instruction and information including induction training must be recorded.

3.11 Communication and Consultation with Employees Arrangements

It is important that all aspects of this Health and Safety System are communicated to every employee of the Company. We all have a duty of care to observe to ourselves and our colleagues and by properly distributing this document we will cascade the Policies to all.

This will be achieved in the following manner:

1. A copy of this document will be placed on the Advanced hub <https://cloud.advancedhub.me/business-services/healthandsafety>
2. Instruction on the contents of this manual will form part of the induction process.

3.12 Issue and Wearing of Personal Protective Equipment Arrangements

Personal Protective Equipment is provided as a last means of protecting the wearer when other control measures cannot be guaranteed. When required to meet statutory obligations or best practice, PPE will be provided to all employees free of charge. Should it become unserviceable it will be replaced.

All PPE will be issued and logged on the Company PPE issue sheet.

3.13 Welfare of Employees Arrangements

The Company recognises that it has a responsibility to provide as much in the way of welfare as is reasonably practicable. This includes but is not limited to the following;

- Suitable and sufficient sanitary conveniences and washing facilities should be provided at readily accessible places. They and the rooms containing them should be kept clean and be adequately ventilated and lit. Washing facilities should have running hot and cold or warm water, soap and clean towels or other means of cleaning or drying. Men and women should have separate facilities unless each facility is in a separate room with a lockable door and is for use by only one person at a time;
- An adequate supply of high-quality drinking water, with an upward jet or suitable cups, should be provided. Bottled water/water dispensing systems may also be provided as a secondary source of drinking water;
- Suitable and sufficient, readily accessible rest facilities should be provided. Seats should be provided for workers to use during breaks. These should be in a place where personal protective equipment need not be worn. Rest areas or rooms should be large enough and have sufficient seats with backrests and tables for the number of workers likely to use them at any one time, including suitable access and seating which is adequate for the number of disabled people at work;
- Where provided, eating facilities should include a facility for preparing or obtaining a hot drink. Where hot food cannot be obtained in or reasonably near to the workplace, workers may need to be provided with a means for heating their own food (eg microwave oven);
- Adequate heating and lighting should be provided and where conditions are such, consideration be given to air conditioning equipment.

3.14 Display Screen Equipment Arrangements

Operator/Computer Interface

In designing, selecting, commissioning and modifying software and in designing tasks using display screen equipment, the Company will ensure that the software is suitable for the tasks, the systems display information is in a format and at a pace which is adapted to operators, and that the principles of software ergonomics are applied.

Prevention of Fatigue

Whenever possible, jobs at display screens will be designed to consist of a mix of screen-based and non-screen based work to prevent fatigue and to vary visual and mental demands. Where spells of intensive display screen work are undertaken without being integrated with non-screen work, such as data or text entry tasks, employees will ensure that this work is occasionally broken with non-screen work before the onset of fatigue. Short frequent breaks prove more beneficial than long, less frequent ones.

Display Screen and Workstation Assessments

DSE assessments will be undertaken for all “Users” on an annual basis. The assessment will include posture, seating, training, the display screen and monitor, the keyboard and workstation, the environment, cleaning and ancillary equipment, activity levels, homeworking, use of laptops and telephones. The assessment will also take account of health issues such as WRULD’s (work related upper limb disorders), headaches, eyestrain and other health issues. Any required remedial actions will be taken to reduce all hazards to lowest reasonably practicable level.

Eye Tests

For DSE users, the cost of eye tests and, if necessary, the supply of corrective appliances prescribed to correct vision defects at the normal display screen viewing distance, will be borne by the Company. These additional spectacles for display screen work will be to the design and cost agreed in advance to the Company. If employees choose spectacles or lenses to correct distances other than display screen viewing distance the Company will only contribute a cost attributable to the requirements of the display screen work involved. If, however, users are prescribed, as results of test, spectacles or lenses to correct eye defects or vision defects at distances other than at which the screen is viewed, the Company will not be responsible for the cost.

3.15 Visitors Arrangements

Company employees are responsible for the health and safety at all times of visitors and customers they invite onto the Company’s premises.

Employee Responsibilities

When confirming dates and times of visits with visitors/customers ensure that:

- The visitor is asked if they have any special requirements or disabilities that require specific arrangements to be made. Determine exactly what assistance is required;
- You explain the location and layout of the building, and the facilities available, including disabled toilet facilities.
- Reception is informed of the date and time of the visit, name of the visitor, and specific arrangements to be made.

On the day of the visit ensure that:

- Either you or a nominated deputy is informed by reception on the arrival of your visitor;
- You attend reception without delay and escort your visitor to the relevant meeting room pointing out the amenities and health and safety procedures;
- Your visitor is accompanied at all times during their visit;
- In the event of a fire or other emergency your visitor is escorted to the assembly point and is accounted for until reoccupation. Except where the visitor is in a wheelchair when they must be escorted to the safe refuge (usually the nearest stairwell) to await rescue;



- In the event that your visitor has an accident you must contact a first aider and ensure that an accident form is completed with details of the incident.

Reception Responsibilities

When you are informed by a Company employee that they have arranged for a disabled person to visit the premises, you must ensure that:

- Prior to the visit you have a clear understanding of the date, time and name of the visitor, their specific requirements and the arrangements to be made, and the Company's host;
- Prior to the visit if wheelchair access is required you have requested the completion of a Personal Emergency Evacuation Plan (PEEP);
- The Fire Warden responsible for the area that the guest is visiting is informed of their attendance;
- On the day of the visit the host employee is contacted and requested to attend reception as soon as their visitor arrives.

Visitors Health and Safety Information

Health and safety legislation requires that we provide a safe place of work for our employees, visitors, contractors, and anyone else who may be affected by what we do.

To that end we request your co-operation in complying with the following:

- Behave in a safe manner at all times;
- Act in accordance with the Company's health and safety procedures, and in line with your host instructions;
- Display your visitors' pass at all times - available from Reception;
- Behave in a way that is conducive to good health, safety and welfare and observe the no smoking policy or risk being asked to leave the premises;
- Report any unsafe acts and conditions;
- If at any time during your visit to the Company's premises you have an accident/incident/near miss please inform your host who will ensure the accident is reported and you receive appropriate first aid/medical attention;
- If at any time during your visit to the Company's premises you become ill please inform your host who will ensure you receive appropriate first aid/medical attention.

Fire/Emergency Procedures

- If during your visit you hear the fire alarm sounding your host will escort you out of the premises and take you to the assembly point;
- If the alarm sounds and you become separated from your host, please leave the building by the nearest emergency exit and go to the assembly point situated:

TBC

Please remain with your host representative until the all clear is given to re-enter the building;



If for any reason you decide to terminate your visit please ensure that you inform your host representative;

If you discover a fire:

- Alert either your host or any other employee;
- Immediately operate nearest break-glass fire alarm call point;
- If alone, call the Fire Brigade, and evacuate the area;
- DO NOT take undue personal risk.

On leaving the building go immediately to the assembly point as advised by your host, or as detailed on a Fire Action Notice. Please remain with your host representative until the all clear is given to re-enter the building.

3.20 Remote Working

Health and Safety Guidelines Definitions of various working practices as used within this guidance and the policy and procedures below: Remote Working 'at a distance' from the rest of the workforce. This may include mobile workers and homeworkers Mobile Worker Also known as a Transient Worker or a Peripatetic Worker, is someone who works away from their normal work base either for part or all of their work. It can also refer to someone who has no fixed work base. The Health and Safety Executive (HSE) defines a mobile, or peripatetic worker as "someone who works at a variety of locations and travels between them". In this policy a mobile worker is someone whose contract states that they are required to travel between a variety of workplaces while carrying out different activities. Homeworker Any employee or contractor who works from home or in any other premises of their choice (not Advanced Offices, or Client Offices) on behalf of the Company.

The Health and Safety at Work etc. Act 1974 requires employers to ensure, so far as is reasonably practicable, the health, safety and welfare of its entire workforce including homeworkers and mobile workers.

The Regulations made under the HSW Act apply to homeworkers in the following matters:

- Risk assessment of their working activities.
- Maintenance of equipment used for work purposes.
- Systems of work to be adopted.
- Information, instruction, training and supervision.

They do not apply to:

- Maintenance of the workplace (i.e., the home).
- Access to the workplace.
- The environment (e.g., heating and lighting);
- Means of escape in the event of fire.



Homeworkers also have legal obligations, which include:

- Taking reasonable care for their own health and safety.
- Co-operating with the employer on health and safety issues.
- Not interfering with anything provided for their health, safety or welfare;
- Correctly using all work equipment in accordance with their training.

Staff must follow a three-step process, as stated below. Advanced will use this process to determine the specific equipment provided based on the requirements of the job role, the working hours at home and the individual's needs determined by risk assessment.

Part 1 – Read the Remote Working Health and Safety Guidelines, Homeworking Policy and Procedures and sign to agree, Parts 1-3 are understood. Date on completion.

Part 2 – Complete the initial Homeworking Self-Assessment, Risk Assessment.

Part 3 – Complete a Display Screen Assessment – via Safety for Work, Health, and Safety Consultants

Homeworking Policy

Advanced will ensure that suitable arrangements are in place to comply with Health and Safety requirements. This will include the completion of risk assessments, and provision of such equipment, information, instruction, and training as are reasonably required.

Employees and contractors who are contracted to conduct all or part of their work at their home and required to use work equipment (which may include furniture, computers, and other electronic equipment) in connection with this to enable them to:

- Communicate with their employer and their employer's clients.
- Store and retrieve information and records.
- Transcribe reports and correspondence.

Homeworking Procedure

- Prior to the commencement of any home working, the activity will be reviewed. This involves the completion of a 'Homeworking Self-Assessment' form, to be returned to the relevant line manager. A copy is to be sent to the HR Department.
- The Group Health and Safety Coordinator will liaise with the line manager in reviewing the assessment. Line managers will ensure that any follow up actions are carried out and



that appropriate equipment, software, etc., as considered appropriate is supplied. The Line manager is to ensure a review of the assessment on an annual basis or when there is a significant change either to the role, environment, or employee. An online 'Display Screen Assessment, will be sent via Safety for Work and must be completed by the employee or contractor homeworking, or where agreed a DSE Self-Assessment form can be completed and returned to Group Health and Safety, who will follow up any actions required

- Accidents and near miss incidents that may be sustained as a result of the work activity must be reported to the relevant line manager who will ensure that details are entered into the accident book and reported to Group Health and Safety. Advanced is responsible for the insurance and maintenance of all equipment that they supply for use for homeworking. Employees and contractors working from home must stop using any faulty equipment immediately. They must report any equipment faults and return the faulty items to the Group IT or Group Facilities departments as appropriate. When required all Remote Workers, including homeworkers, issued work equipment by Advanced, must ensure that the equipment is made available for maintenance and testing.
- Should the employee or contractor homeworking use his or her own equipment, they will be responsible for the insurance and maintenance of this equipment.
- All equipment used must meet current industry standards as outlined in the display screen assessment.
- Equipment provided by Advanced for homeworking, must be signed for. When it is no longer necessary for the employee's duties, when the employee is no longer based at home or when their contract of employment ends, the employee and their manager must organise the return of the equipment. It is the employee's responsibility to ensure the equipment is returned to an Advanced office by the required date.
- Advanced Software and files are confidential and remain the property of Advanced.
- Provisions must be in place for back-up arrangements to ensure that information is not lost in the event of fire, equipment failure, or the equipment being stolen.
- It is anticipated that any waste generated by the work activity, should be destroyed in an appropriate manner i.e. confidential shredding or confidential recycling.
- Lone working procedures are to be followed (refer to the Lone Working and Personal Safety Policy) by those homeworking and all Remote Workers.



- The employee or contractor homeworking must ensure good housekeeping within the working areas and ensure that the work area remains free of trip and slip hazards and is maintained in a safe manner.

Homeworking Self-Assessment

All employees or contractors' homeworking must complete and return the Homeworking Self-Assessment Risk Assessment

Display Screen Assessment

All employees or contractors' homeworking must complete a Display Screen Equipment Risk Assessment. Upon notification of an employee or contractor carrying out homeworking a link to the on line assessment will be sent out via Safety for Work, Health and Safety Consultants.

Issue of Equipment Form

Where equipment is to be issued this form is to be completed and returned to the employee's manager. The manager will request equipment from the relevant IT and Facilities Departments.