

ANOTHER EAR CIC

Health and Safety at Work Policy

FULL POLICY

It is the policy of ANOTHER EAR CIC (the Employer), including all and any trading names connected with them, to pursue and promote at all levels of employment within the Employer measures which shall aim to ensure and protect the health and safety of all employees and any other persons connected with the operations of the Employer.

1. The implementation of this policy will fulfil all and any legislative requirements the Employer is subject to through ensuring:

- A.** That all reasonable and practical steps and measures are taken to safeguard the health, safety and welfare of all employees of the Employer while at work.
- B.** That the safety and health of any members of the public, or any other persons who may visit sites and locations where the Employer carries out its business operations, is protected so far as is reasonably practical.
- C.** That sufficient measures are implemented by the Employer to prevent accidents and cases of work related ill health by managing the health and safety risks in the workplace.
- D.** Provision of clear and adequate information, instructions and training to all employees to ensure that they are competent to carry out their work in a responsible and safe manner.
- E.** Employer engagement with and consultation of employees on a regular and appropriate basis in relation to the health and safety conditions of their work for the Employer.
- F.** Implementation of emergency procedures in case of significant events, such as fires etc, which threaten the health and safety of employees and others.
- G.** That the Employer maintains safe and healthy working conditions, provides and maintains all necessary equipment and any other goods or tools which are necessary for employees to carry out the duties of their role with the Employer.
- H.** This policy shall ensure:

2. The relevant actions that will be taken in order to ensure compliance with health and safety are as follows:

A. 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. This shall be the responsibility of: _____.

B. Employees and subcontractors shall be given necessary health and safety inductions and provided with appropriate training and personal protective equipment where necessary. Training provided to employees includes but is not limited to:

The Employer will ensure that suitable arrangements are in place to cover employees engaged in work that is remote from the Employer's main site.

This shall be the responsibility of: _____.

C. All relevant and necessary signage for the protection and safety of employees and any other persons entering and present on the Employer's 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. This shall be the responsibility of: _____.

D. All relevant employee and public facilities such as toilets, washing facilities and drinking water shall be provided at all times. The Employer 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. This shall be the responsibility of: _____.

E. Implementation of systematic inspections and testing of the Employer's equipment and machinery and ensuring that any necessary action is carried out promptly and efficiently where problems or defects are uncovered. This shall be the responsibility of: _____.

F. Other relevant actions that shall be taken are:

Signing in and out of clients on premises.
First Aid on site as and when required

This shall be the responsibility of: **Project Coordinator.**

3. All and any employees, or other persons working with the Employer, have a duty to cooperate in the implementation of this policy through:

- A.** Working and conducting themselves in a manner that promotes their own safety and the safety of others.
- B.** Following and obeying procedures and practices of the Employer that have been designed and implemented to ensure safe and healthy working conditions.
- C.** Reporting accidents and any other working conditions they may feel are unsafe and have led or may lead to injury or damage.
- D.** Assisting in any necessary investigations of accidents with the aim of introducing new measures to prevent reoccurrence.
- E.** Using any personal protective equipment that has been provided by the Employer for the personal safety of employees under the requirements of the law. Where any employee or any other persons do not follow the relevant training, signage or wearing of personal protective equipment, the Employer shall not be held to have acted in contravention to this policy.
- F.** Further duties on employees and other persons working with the Employer are:

Monitoring customers and employees to ensure that health and safety policy is followed at all times

4. All relevant Health and Safety information and equipment can be found in the following locations:

- A.** Health and Safety Law Leaflets can be found:

Website and at events and conference venues

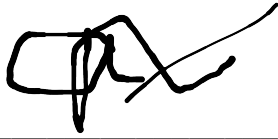
- B.** First-aid box is located:

If on site then at Project coordinator's desk

- C.** Accident Book (Reported under RIDDOR) is located:

With Project coordinator

This policy is made in fulfilment of the requirements of the Health and Safety at Work etc Act 1974 and any other relevant legislation and regulations.

A handwritten signature in black ink, consisting of a stylized 'D' followed by a series of loops and a long horizontal stroke extending to the right.

Signed: _____
(DELIGHT AGBLEZE, DIRECTOR)

Date: 20/04/2022