Procedure: Health & Safety Policy

1. SUMMARY

The purpose of this procedure is to ensure that Synergize has the appropriate Health & Safety controls across all it’s employess and sites.

This policy is endorsed by the Company’s directors and all existing employees and new hires are required to familiarise themselves with it.

This policy will be reviewed on at least an annual basis.

1. REVISION AND APPROVAL

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| **Rev.** | **Date** | **Nature of Changes** | **Approved By** |
| 1 | 07/11/2016 | Original issue | Steve Keating |
| 2 | 20/10/2017 | Reformatted for consistency with other QMS documents | Steve Keating |
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1. POLICY

It is the Synergize’s intention to provide and maintain a healthy and safe working environment for all its employees and for others who work or visit Synergize premises. All reasonable and practicable action will be taken to prevent personal injury and to comply with the duties laid upon the Company as an employer, under the Health and Safety at Work Act 1990 and any accompanying regulations.

1. OBJECTIVES
   1. Synergize will ensure that management and staff are aware of and accept their individual and collective responsibilities in the care of health and safety of themselves and others.
   2. All members of management and staff are required to co-operate in the carrying out of this policy and Synergize will encourage full participation of all employees in matters concerning health and safety within the Company.
   3. The Company will identify and eliminate or control any situations likely to be hazardous to health and safety or cause damage to persons and/or equipment.
   4. The Company is responsible for providing the necessary resources for the implementation of health and safety legislation and the objectives identified in this policy.
   5. The Company recognises the right of non-smokers to breathe smoke-free air and is conscious of its responsibilities to provide a clean healthy and safe working environment.
2. RESPONSIBILITY FOR H&S MATTERS

The overall responsibility for the implementation of this policy in health and safety matters rests with the Synergize Operations Director, who will additionally act as Health and Safety Manager, responsible for:

* 1. Doing all that is reasonably practicable to meet the health and safety standards laid down in this policy and in legislation and to implement and carry out the policy and its aims set out in this document under the guidance of senior management.
  2. Identifying any necessary preventative and protective measures and prioritising the actions necessary to comply with the relevant legislation and ensuring that all staff are aware of the procedures relating to accident or sickness. Additional responsibilities include:
     + Updating the Health and Safety rules for the Staff Manual.
     + Ensuring that all new members of staff are aware of this policy and any rules.
     + Issue all new members of staff with the Health and Safety leaflet as published by the Health and Safety Executive.
     + Provide training and re-training where necessary for staff on health and safety matters.
     + Ensure that all staff are fully trained to discharge their duties.
     + Investigate all accidents.
     + Advise managers on safety policies.
     + Oversee safety inspections by the Health and Safety Executive and ensure Synergize premises comply with the minimum requirements.
     + Co-operate with the local Fire Authority and take adequate steps for fire prevention.
     + Ensure all staff are made aware of the Safety Regulations in the event of a fire.
     + Appoint Fire Officers and ensure all staff are aware of who they are.
     + Ensure there are regular drills and that alarm systems are checked on a regular basis.
     + Appoint an adequate number of First Aiders and ensure they receive the necessary training to obtain a First Aid Certificate.
     + Provide a First Aid box and ensure it is adequately stocked at all times.
     + Ensure that all staff are made aware of who the First Aiders are.
     + Maintain records of accidents in the Accident Book.
     + Carry out reporting procedures relating to Health and Safety as required by Statute and the Health and Safety Executive and other authorities.
     + Implement and enforce Synergize no smoking policy or designate "smoke-free" areas.
     + Implement recommendations of risk assessments identified within Synergize.
     + Where appropriate consult with Trade Union/Employee Safety representatives on all matters relating to health & safety.

1. THE RESPONSIBILITY AND ROLE OF EMPLOYEES
   1. Whilst the duty to ensure compliance with Health and Safety matters remains with the H&S Manager, management and staff are expected to take personal responsibility for the care of the health and safety for themselves, fellow employees and visitors. All members of staff are required to observe all hazards and all accidents involving injury and should immediately be reported to their manager/supervisor and the H&S Manager.
   2. Every member of staff must acquaint themselves with the rules governing health and safety within Synergize and in particular:
      * Report any faulty or hazardous fixtures, fittings, furniture or equipment.
      * Do not attempt to repair faulty electrical equipment.
      * Switch off electrical equipment before leaving the building.
      * Report all accidents involving injury to their manager or supervisor or Steve Keating
      * Keep all emergency exits, stairs and corridors free of obstructions.
      * Observe all rules and procedures relating to evacuation of premises during an emergency.
      * Ensure the kitchen areas and washrooms are kept clean and tidy.
2. EMERGENCY PROCEDURES

In the event of an emergency during normal business hours, all employees are to follow the procedures set out below:

* 1. On the sounding of a fire alarm or other appropriate warning, leave the building immediately by way of the designated access doors.
  2. Do not risk your personal safety in recovering any personal items or belongings.
  3. Meet at the designated meeting point for your building or department.
  4. Stay together and seek out the most senior member of the group to give further instructions.
  5. Do not re-enter the building until the alarm or warning has ceased and you have been advised that it is safe to return.

1. STRESS IN THE WORKPLACE

The company recognises and accepts its responsibility to alleviate any excessive pressure or demands placed on employees, which might cause them to suffer stress, which has a detrimental effect on their health. This does not include normal and reasonable pressures associated with a job, which an employee should be able to manage appropriately.

* 1. The company will carry out regular risk assessments to identify, control or eliminate the risk of stress in the workplace.
  2. The company will regularly review its risk assessments. This will include monitoring workloads, monitoring working hours and overtime, monitoring holidays taken to ensure staff are taking their full entitlement. Ensuring that bullying and harassment is not tolerated within the workplace, ensuring good communication between management and staff and providing additional support to employees by either referral to workplace councillors or specialist agencies.
  3. The Company will provide training for all managers and supervising staff in good management practices and identifying stress indicators.
  4. In order for the Company to monitor stress all employees are required to:
     + Raise and report issues of concern to their Trade Union safety representative, (where applicable) or line manager.
     + Inform their line manager of any concerns relating to excessive pressures and demands within the workplace.
     + Inform their line manager of any stress related illness associated either with the workplace or outside the workplace,(e.g. bereavement, separation etc).
     + Consider opportunities for counselling when recommended.