



Health & Safety Policy - 2017

Duo Creative Services Ltd

HEALTH & SAFETY POLICY

The Company recognises that it is responsible for ensuring, so far as is reasonably practicable, the health, safety and welfare at work of its employees. The Company believes that the pro-active management of health & safety issues is an integral part of its obligations to its employees and to the wider community. This policy statement sets out in broad terms the legal responsibilities owed by the Company and by employees in relation to health and safety issues. It will only be possible for the Company to comply with these legal obligations if both its employees and any self-employed third parties on the Company's premises understand that they are under a duty to take reasonable care for the health and safety of themselves and any of their colleagues who may be affected by their acts or omissions and that they are required to co-operate with the Company to enable the Company to perform its obligations.

Our general statement of policy is:

- to provide adequate control of the health & safety risks arising from our work activities
- to consult with our employees on matters affecting their health & safety
- to provide information, instruction & supervision for employees
- to ensure that all employees are competent to do their tasks, and to give them adequate training
- to prevent accidents and cases of work - related ill health
- to maintain safe and healthy working conditions
- to review this policy at regular intervals

Overall and final responsibility for health & safety is that of

| | |
|------------------|------------------|
| Andy Rose | Cris Ward |
| Company Director | Company Director |

All employees should

- co-operate on matters of health & safety
- not interfere with anything provided to safeguard their health & safety
- take reasonable care of their own health & safety
- report all health & safety concerns to the appropriate person

REPORTING

To comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995) If an incident occurs at work it must be reported to the enforcing authority using the following procedures:-

You can report incidents by contacting the Incident Contact Centre by the following means:

Tel: 0845 3009923, on the internet via the HSE website, or by completing the F2508 form and sending it either by fax (0845 300 9924) or by post to:-

Incident Contact Centre,
Caerphilly Business Park,
Caerphilly,
CF83 3GG.

The forms (F2508) can be obtained from Cris Ward <https://extranet.hse.gov.uk/lfserver/external/F2508IE> , but to be reportable the accident has to be connected with a work activity. The attached leaflet, RIDDOR explained, gives further details of those incidents and occurrences which are reportable.

RISK ASSESSMENT

The Management of Health & Safety at Work Regulations include a duty to carry out assessments of risk.

Risk Assessments will be undertaken by:
Andy Rose

The findings of the risk assessments will be reported to:

Cris Ward and Andy Rose, who are also responsible for approving any actions required and ensuring that these actions are implemented.

Assessments will be reviewed annually by both of the above named.

If there is any training, instruction, supervision or consultation with employees required, this will be carried out on a needs only basis.

COSHH

With the exception of a couple of proprietary substances sold by the office equipment supplier there are no hazardous substances used within the company. The use of these substances is necessary on occasion. You must make sure that you follow and understand any precautions and advice supplied with these substances.

SAFETY

Slips, trips and falls account for most of the accidents in offices, many of them when staff are moving or carrying loads. They happen because of the condition of the floors, poor lighting or untidiness. You should at all times:-

- clean up spillages immediately and keep your workplace tidy
- do not allow trailing leads that could create a tripping hazard
- do not attempt to lift something that is clearly too heavy for you, you should request use of the trolley provided for assistance
- do not block passageways or corridors

VDU USEAGE

The levels of radiation emitted from VDUs are well below the safe levels set out in international recommendations, therefore screen filters are not provided. The main problems which occur with the use of VDUs are related to the design of your workstation. If you are continually/intensively using your workstation then you must make sure that you take adequate breaks and arrange your workstation to avoid awkward movements, reflections, aches and pains.

PAT TESTING

Please note that all electrical equipment used in the offices must be PAT tested. If you notice that any of your equipment hasn't been tested, please contact Cris Ward.

FIRST AID

First Aid Procedures for The Landing will be given to all employees when confirmed with building managers.

OFFICE FIRE SAFETY - The Landing, Blue Tower, Media City UK, Salford, M50 2ST

Office fire safety procedures for The Landing will be given to all employees when confirmed with the building managers

The Landing Fire Procedures

Any person discovering a fire must: **raise the alarm by activating the nearest available fire alarm point and then evacuate the building via the nearest fire escape route.**

A first stage warning alarm (intermittent electronic siren) will sound warning the remaining occupants of the building of a potential fire emergency. **No action should be taken during this time.**

Upon confirmation of a fire by the security team, the second stage alarm will sound (continuous electronic siren). **Occupants must evacuate the building following the nearest fire escape route, as quickly as possible, without running or stopping to take equipment or possessions.**

Lifts must not be used in the event of a fire. All lifts will automatically lower to the ground floor and remain open until the all clear has been given.

As a rule, all fire fighting should be left to the professionals i.e. the Fire Service. An attempt to fight a fire with the fire fighting equipment available would only be relevant for authorised and trained staff or where the fire was of a very small nature (waste paper bin) or impinging on an exit route. **The first priority is to raise the alarm and evacuate the building.**

Specific Fire Duties - THE LANDING FIRE MARSHALS

Fire Marshals: To Be Confirmed