

Health and Safety

Policy Statement

2017

1. Statement of Intent

Evacusafe are a leading manufacturer of high quality, CE Certified, specialised evacuation chairs and equipment. Our products are designed to aid mobility impaired people who require assistance when evacuating a building. We provide solutions for businesses and organisations that need to be compliant with current Health and Safety Legislation and the Equalities Act

Evacusafe is committed to providing a safe and healthy working environment for its employees and other service providers who work or visit the organisation's premises.

As well as ensuring that all that is reasonable and practicable is done to prevent personal injury and to comply with the duties laid upon the organisation as employer under the Health and Safety at Work Act 1974 and any accompanying regulations.

2. Objectives

Evacusafe 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.

All members of management and staff are expected to co-operate in the carrying out of this policy and Evacusafe will encourage full participation of all employees in matters concerning health and safety within the organisation.

Evacusafe will identify and eliminate or control any situations likely to be hazardous to health and safety or cause injury/damage to persons or equipment.

Evacusafe is responsible for providing the necessary resources for the implementation of health and safety legislation and the objectives identified in this policy.

Evacusafe also recognises the right of non-smokers to breathe smoke free air and is conscious of its responsibilities to provide a clean health and safe working environment.

3. Responsibility for Health and Safety

Directors

The overall responsibility for the implementation of this policy in health and safety matters rests with the directors of Evacusafe, who will be required to do all that is reasonably practicable to meet the health and safety standards laid down in this policy, and in legislation to implement and carry out the policy and its aims set out in this document.

The directors will identify any necessary preventative and protective measures and prioritise the actions necessary to comply with the relevant legislation and ensure that all staff are aware of the procedures relating to accident or sickness.

Training Manager

The training manager (currently Don Lovatt), is required to :

- Liaise with the directors on all safety matters.
- Ensure that items required for safety purposes are identified and purchased as required.
- Act as the initial point of contact on all staff safety concerns.
- Undertake and monitor conditions within the workplace and ensure suitable actions are undertaken should concerns arise.
- Ensure that all staff and new employees are informed on Health & Safety issues and any related documents are provided.

Staff

Whilst the duty to ensure compliance with Health and Safety matters remains with the directors, staff are expected to take care of Health and Safety for themselves, fellow employees and visitors. All members of staff are expected to observe all hazards and accidents, which should be reported immediately to the training manager.

Every member of staff must acquaint themselves with the rules governing Health and Safety and in addition ensure the following:

- Report any faulty or hazardous fixtures, fittings, furniture or equipment.
- Do not attempt to repair faulty equipment.
- Switch off all electrical equipment before leaving the premises.
- Report all accidents.

- Keep all emergency exits, corridors free of obstructions.
- Observe all rules and procedures relating to evacuation of the building during an emergency.
- Ensure that the kitchen areas and washrooms are kept clean and tidy.

4. Arrangements

Evacusafe is a low risk organisation being office based. Whilst other activities are undertaken these are managed to minimise the risk.

Training

Evacusafe will identify safety training as dictated by the business.

Evacusafe will arrange:

- General awareness via staff training.
- Computer safety – staff will be informed in the safe use of computers via the display screen equipment assessment process.
- Fire – the regular fire drills serve as suitable means for training for the purposes of safe evacuation.
- Manual Handling
- Specific role training.

5. Risk Assessments

General Risk Assessments

Evacusafe undertakes general office risk assessments, workplace assessments and updates when required.

Display Screen Assessments

Evacusafe undertakes assessments for the safe use of computers and act upon any findings. If a DSE assessment is required contact the company administrator.

Manual Handling

Evacusafe undertakes no manual handling activities that create any significant risk, so no specific manual handling risk assessments required, at this time. However assessments will be undertaken as required.

COSHH

Evacusafe has no involvement with any hazardous substances likely to pose any significant risk.

Fire Risk Assessment

Fire risk assessments have been undertaken and any actions that need reviewing will be undertaken.

6.General

Environment/Welfare

Evacusafe will make all reasonable efforts to provide a safe and healthy working environment and ensure that :

- Adequate working space is provided.
- Adequate storage is available.
- Steps or ladders provided as required.
- Clear access and egress is provided at all times.
- Suitable and sufficient work equipment is supplied.
- Housekeeping is maintained.
- Adequate lighting is provided.
- Comfortable working temperatures are maintained.

Computers

Evacusafe undertakes display screen assessments for all staff and within that assessment are informed of its safe use. Assessments are made available for all new members of staff or whenever any substantial alterations are made with within a workstation, all members of staff are informed of any findings. If additional equipment is required then the member of staff should contact the training manager.

Evacusafe will contribute towards the cost of basic eye tests for members of staff undertaking DSE work, this will be done at 2 year intervals or if members of staff are experiencing problems.

If the test identifies a requirement for corrective equipment (usually glasses) purely for the use of a computer, the normal costs for the equipment will be met by Evacusafe

Evacusafe liability only extends to basic glasses that are adequate to the function required for DSE related work.

Electrical Items & Work Equipment

Low risk equipment is used within the premises which are sourced from reputable suppliers. Members of staff are informed to undertake visual checks on the state of the equipment within the premises and report any faults to the training manager, staff should not attempt to repair any faulty equipment.

PAT testing is undertaken within the offices to ensure the serviceability of all the equipment.

Security

All members of staff are responsible that main entry doors are not left open. The last member of staff to leave the building is responsible for checking all windows are closed and secure and the main doors are locked.

7.First Aid & Accidents

First aid kits are available within the office, first aiders co-ordinate first aid facilities and ensure adequate supplies are available.

All accidents should be reported and the accident report book/form is required to be completed.

Evacusafe will ensure that any reportable incidents under RIDDOR are reported within the legal time scales.

For the methods of reporting such incidents go to the following link on the Health & Safety Executive (HSE) website :

<http://www.hse.gov.uk/riddor/report.htm>

8.Emergency Procedures

Emergency procedures are developed and maintained Evacusafe, all staff are required to co-operate and follow the procedures at all times.

Procedures for emergency evacuation of the building is notified to all staff and signage and instructions are available within the premise.

Evacusafe ensures that suitable and serviced fire protection equipment is supplied in the all areas.

Smoking is not permitted.

Staff receiving any visitors are responsible for ensuring the safe evacuation of them in any drill or emergency.

Any changes to the procedures will be passed on to all members of staff by the training manager.

9. Other Activities

Evacusafe staff will visit other premises to conduct training, site surveys etc. They have to be informed and react to local safety procedures and instructions at these venues.

Staff that may be working away from the office have to remain in regular contact and inform the office administrator of their itinerary.

Tony Gill
Director
Evacusafe (UK) Ltd

