

## **HEALTH & SAFETY POLICY – FUSION-ICT**

It is the policy of the Company to attach the greatest importance to the health and safety of all of its employees, and visitors to Company premises, and all practical steps will be taken to provide a healthy and safe working environment.

### **Responsibilities**

**The Project Director** has the overall responsibility for Health and Safety in the Company.

Responsibility for ensuring that this policy is implemented is delegated to **The Technical Director**, who is responsible for:

1. Advising all employees on health and safety requirements which will be notified either by memo or on all notice boards.
2. Regular meetings with the Management team for the purpose of recommending improvements and revisions.
3. Maintaining a Health & Safety book, showing all accidents together with details of action taken.

**Line Managers** are responsible for:

- Ensuring that the employees under their control are aware of Health and Safety standards.
- Ensuring, as far as possible, that there are no safety hazards in their department. Where these do exist, they should take steps to rectify them.
- Reporting to the Technical Director any Health and Safety hazards requiring outside assistance, e.g. electrical faults.
- Taking responsible action to prevent or reduce the risk of injury to employees or visitors to their department.

It is an explicit condition of employment that all employees conform to all safety instructions. In addition to the responsibilities assumed by the Company, it is the duty of **every employee** while at work:

1. To take reasonable care for the health of both themselves and of other persons who may be affected by their acts or omissions at work.
2. To co-operate with all employees or any other person to enable them to comply with statutory provisions.
3. Not intentionally or recklessly to interfere with or misuse anything provided in the interest of health, safety or welfare.

The Company has a policy of no smoking throughout its premises, creating a clean and healthy environment. The no smoking policy applies not only to staff but to all our visitors. Bins are provided outside both premises for disposal of cigarette ends.

### **Accident Procedure**

If any employee suffers from any injury at the place of work their Line Manager must be informed as soon after the accident as possible, so that the accident book can be completed. As soon as possible after the injury the employee must check this report and endorse the Line Manager's statement by signing it.

A First Aid box is available on each of the Company premises and all employees should ensure that they are aware of their location.

The Technical Director must be notified of all accidents.

The Technical Director, Line Manager, Danny Taylor & Hilary Caple (First Aid Officers) and Project Director must be immediately informed of any accidents involving visitors or other third parties.

### **Fire Prevention**

Fire extinguishers are kept in accessible places and regularly serviced in accordance with the manufacturer's instructions. Special procedures to be followed in the event of a fire and certain codes of practice for fire prevention must be followed by all employees.

Please note: - Before using, always refer to the wall chart.

- Do not leave computer equipment or photocopiers switched on overnight or over weekends unless otherwise stated.
- Do not leave fires or heaters on in unattended places.
- Do not store waste paper, files, or anything flammable near any form of heating.
- Doorways, fire escapes and exits must be kept free of obstruction at all times.
- In the event of a fire, alert the Fire Brigade and evacuate the premises in an orderly manner without panic.

Line Managers are responsible for ensuring that employees are safely off the premises in the event of a fire.

### **Security**

It is the responsibility of individual employees to inform their Manager of their location and whereabouts when absent from the normal work area, and to ensure that confidential papers, company equipment and confidential information displayed on screens are not accessible to unauthorised persons.

### **Cleanliness**

Employees are asked to put all waste paper, scrap material and litter in the bins provided and leave their desks clean and tidy each evening before leaving work, to assist in cleaning and reduce the risk of fire. Any paper/toner cartridges that can be re-cycled must be left with Hilary Caple for collection. All waste must be disposed of in accordance with our environmental policy which is located in the employee handbook.