

# Adapt Consulting Company Limited

## Health and Safety Guidance

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The Company recognises that good health and safety practices allow its team to concentrate on the clients' requirements and commits the Company to:

1. The delivery of our clients expectations of high standards of service in terms of health and safety management within the Company;
2. Maintain high standards of health, safety and welfare of all its employees and other persons interacting with the Company;
3. Regard health and safety issues on an equal footing to all other management responsibilities;
4. Fully consider health and safety implications in business and operational decisions;
5. Involve and consult employees and interested parties on health and safety matters as appropriate;
6. Identify and implement improvements to the management of health and safety such as improving the acceptance of health and safety responsibility by all employees;
7. The review and continual improvement, where appropriate, of health and safety performance; and
8. Regard the attainment of all relevant legislative and regulatory requirements as a minimum standard.

The Company will make sure that sufficient resources are allocated to meet the objectives of the policy and the development and implementation of a safety management system modelled on current good practice.

## Risk Assessments

A risk assessment is simply the process of thinking ahead, looking to see where things could go wrong and building in safeguards to reduce the likelihood (risk) of those things going wrong. Risk assessments will be reviewed on a regular basis and in the event of any serious accident.

# Adapt Consulting Company Limited

## Organisational Responsibilities

The Directors of the Company have overall responsibility for the health and safety performance of the Company. Directors' responsibilities include ensuring that

1. The Company has an effective health and safety policy
2. Systems are in place to assess risks to team members, clients and other people who could be affected by the activities of the Company
3. and Arrangements are in place for the effective control, monitoring and review of preventative and protective measures.

## Line Managers

Line Managers are responsible for the health and safety performance in the areas under their control and the health and safety of any visitor to the premises. Line Managers' responsibilities include

1. Minimising any impact on the Company reputation from poor performance in health and safety management
2. Maximising client satisfaction, through efficient management of health and safety risks
3. Reducing losses and the associated impact on insurance premiums and profitability
4. Allocating appropriate resources for the fulfilment of the above objectives, including provision of equipment that is safe and fit for purpose and provision of adequate training
5. Ensuring that all employees are aware and understand the Company health and safety policy and procedures, including emergency procedures
6. Promoting co-operation and communication between all team members
7. Monitoring standards and performance
8. Ensuring that all activities are assessed for risk and policies, procedures and rules are adapted in line with the assessments findings
9. and Reviewing the results of any incident report and investigation and acting on any accepted recommendations.

## Employees

Employees' responsibilities include

1. Co-operating with managements efforts in providing safe workplaces. It is vitally important that all procedures, instructions and training are followed
2. Being responsible not only for their own safety but also for other people who may be affected by their actions or lapses
3. Not interfering with any equipment provided with health and safety in mind
4. and Reporting equipment faults, errors in procedures, near misses and accidents so that faults can be corrected and procedures improved.

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## Health and Safety Arrangements

Employees will be consulted with on matters affecting health and safety either directly via email or through the normal chain of management. Employees are encouraged to make suggestions that may improve health and safety to Line

## Managers or the Directors.

All new employees will be given health and safety training as part of their general induction training as soon as possible after they start work. Specific health and safety training needs will be identified by Line Managers in consultation with our health and safety consultants Law At Work. Any accident must be reported using the Accident Form and forms should be forwarded to the Line Manager. Our health and safety consultants will carry out any investigation of significant incidents in liaison with a Director. Line Manager's will investigate minor accidents and near misses so that these can be effectively managed to avoid future issues.

## First Aid

The minimum level of trained first aider will be that of an 'Appointed Person' who will be responsible for keeping appropriate stocks of first aid supplies at a suitable location in the office. The names of those persons responsible for first aid and the location of first aid kits will be displayed.

## Fire and Emergency Arrangements

Fire Wardens are responsible for making sure that

1. Escape routes are kept clear
2. Fire alarms are tested
3. Fire extinguishers are in place
4. Employees know where the fire alarm call points are
5. Employees are aware of the evacuation procedure
6. and Helping visitors in the event of a fire.

The names of fire wardens and the location of fire alarms, extinguishers and emergency routes will be displayed on the office notice board. The location area for any form of evacuation is the front of the building.

## Display Screen Equipment (DSE)

DSE refers to work at computer workstations. All employees who use a computer on a daily basis for continuous or near continuous spells of an hour or more at a time will be provided with information on working at computer workstations and will be expected to complete a DSE self assessment form. If required a specific DSE related eye test will be arranged through an approved optician. If glasses are required specifically for working with computers, a discretionary contribution to the cost of a basic pair of frames and lenses will be made.

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## Electricity

All portable appliances within the offices are inspected on an annual basis. All employees are reminded that faults can develop between inspections and therefore electrical items should be checked prior to use and any faults reported to the Line Manager. The item itself should be removed from service and labelled as such.

**Lone Working** Lone working in offices over the weekend should be no more dangerous than working at home. However it is wise to follow a few simple guidelines

1. Employees should have no medical condition which makes it unsuitable for them to work alone
2. Employees should inform someone reliable that they are going to work outside normal office hours, how long they expect to be working and provide contact phone numbers
3. and Emergency contact numbers should be provided if the lone worker has not returned from work and does not respond to phone calls. Lone working away from the main office is a particular problem and all the Company procedures must be followed.

## Stress

Any employee who feel themselves under excessive pressure or are having difficulties for whatever reason are encouraged to approach their Line Manager where assistance and support can be discussed (e.g. redistribution of work if applicable). Where employees feel that they cannot approach their Line Manager, or if they feel that the Line Manager will not be able to assist with the problem, they may contact a Director for a confidential interview.

## Slips and trips

Many of the slips, trips and falls that happen in offices are preventable. Poor housekeeping including boxes and bags in walkways, trailing cables and open filing cabinets contribute towards many accidents.

## New and Expectant Mothers

Where any employee provides written notification that they are pregnant or that she has given birth within the previous six months, the Company will take into account any developing risks from work activities to so that reasonable arrangements can be made with the mother and child in mind. These arrangements will be discussed with the employee so that any identified risks can be assessed and actions agreed to remove, reduce or control the risk. In the event of pregnancy the assessment will be reviewed bi-monthly or in the event of a medical requirement.