

## Health and Safety Policy for Open Agency

### 1. Policy Statement

It is the policy of Open Agency to comply with the terms of the Health and Safety at Work act 1974 and subsequent legislation and to provide and maintain a healthy and safe working environment.

Open Agency's health and safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately an accident-free workplace.

All employees will be provided with such equipment, information, training and supervision as it is necessary to implement the policy and achieve the stated objective.

Open Agency recognize and accept their duty to protect the Health and Safety of all visitors to the company including contractors and temporary workers, as well as any members of the public who might be affected by our operations.

Whilst the management of Open Agency will do all that is within its powers to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the company. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well-being of any other person.

The management of Open Agency will provide every employee with the training necessary to carry out their tasks safely, however, if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is the employee's duty to report this to their Line Manager. An effective Health and Safety programme requires continuous communication between workers of all levels. It is therefore every worker's responsibility to report immediately any situation that could jeopardize the well being of themselves or any other person.

All injuries however small, sustained by a person at work must be reported to your Line Manager. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive. Open Agency's health and safety policy will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur. The policy will be updated at least every 12 months.

## 2. Objectives

- To comply with all relevant health and safety legislation and regulations.
- To prevent accidents, injuries, and work-related ill-health.
- To provide adequate training, resources, and support to ensure the health and safety of all employees.
- To foster a culture of safety awareness and continuous improvement.

## 3. Responsibilities

### 3.1 Management Responsibilities

- Ensure compliance with all health and safety regulations.
- Provide leadership and resources to maintain a safe working environment.
- Conduct regular risk assessments and implement appropriate control measures.
- Ensure all employees receive adequate health and safety training.
- Investigate accidents, incidents, and near misses to prevent recurrence.
- Review and update the health and safety policy regularly.

### 3.2 Employee Responsibilities

- Take reasonable care for their own health and safety and that of others who may be affected by their actions.
- Follow all health and safety policies, procedures, and guidelines.
- Report any hazards, accidents, incidents, or near misses to management promptly.
- Use equipment and personal protective equipment (PPE) correctly and as instructed.
- Participate in health and safety training and meetings.

### 3.3 Contractor and Visitor Responsibilities

- Adhere to Open Agency's health and safety policies and procedures while on site.
- Report any health and safety concerns to their Open Agency contact person immediately.
- Follow instructions and use PPE as required.

## 4. Risk Management

- Conduct regular risk assessments to identify potential hazards.
- Implement control measures to mitigate identified risks.
- Maintain records of risk assessments, control measures, and safety inspections.
- Review and update risk assessments periodically and in response to changes in operations or incidents.

## 5. Training and Awareness

- Provide health and safety training to all new employees as part of the induction process.
- Offer ongoing health and safety training and refresher courses to all employees.
- Communicate health and safety information, including policy updates and safety alerts, to all employees.

## 6. Accident and Incident Reporting

- Ensure all accidents, incidents, and near misses are reported promptly using the company's reporting system.
- Investigate reported incidents to determine root causes and implement corrective actions.
- Maintain records of all incidents and investigations.
- Review incident data regularly to identify trends and areas for improvement.
- First-aid boxes can be found in the kitchen area.
- First-aiders have been appointed. The names and telephone extensions of first-aiders are James Breeds.

## 7. Emergency Procedures

- Develop and maintain emergency procedures for fire, medical emergencies, and other potential incidents.
- Ensure all employees are familiar with emergency procedures and evacuation routes.
- Conduct regular emergency drills to test and improve preparedness.
- Maintain emergency contact numbers and first aid kits in accessible locations.

The fire alarm will be tested regularly should the fire alarm sound at any (other) time an orderly evacuation of the premises will take place immediately. Fire doors, exits, corridors, passageways and stairs must be kept free from obstructions at all times. Fire extinguishers can be found at various locations throughout the building e.g. at the entrance to each area. They must not be moved, even when not in use, or used as doorstops.

The following security arrangements will be observed. All visitors must report to reception on arrival and stay wherever possible with an employee.

Good housekeeping is an essential feature of any health and safety policy. All tools and equipment must be cleared after use and properly stored. Workplaces must be kept clean and tidy with rubbish and discarded materials placed in the receptacles provided. Proper attention must be paid to hygiene.

Smoking is prohibited in the building at any time.

No alcoholic liquor may be brought onto, used, or consumed on the premises without permission from the Management. Unlawful drugs may not be brought onto, used, or taken on the premises in any circumstance.

Employees should not engage in horseplay or misuse anything provided in the interests of health and safety.

## Fire Alarms

In the event of an outbreak of fire, warning will be given by sounding the fire alarm. Should it be necessary to test the alarms during office hours, prior notice will be given.

### ACTION

At the sound of the fire alarm all staff, other than those authorized to remain, must immediately leave the premises by the fire exit (front stairs), use the rear stairwell if the front exit is blocked and go immediately to the assembly point outside the building. Please line up by company, this will enable your Fire Marshal to roll call in the shortest amount of time.

- Do not use the Lifts.
- Do not stop to collect personal property.
- Close all doors behind you to reduce the spread of fire.
- Do not turn out lights, as this will hamper the Fire Marshall's checking that the building has been cleared.
- Take the shortest, safest route off premises.
- Do not re-enter the building.
- Do not attempt to move motor vehicles.
- Do not go home if the alarm goes off near to your normal finishing time without firstly being checked off by your Fire Marshall and given the all clear.

### ASSEMBLY AREA

The Assembly area is on the corner of Horsell Road. All staff must remain in the Assembly Area during and after the roll has been called and until the all clear is given.

## Display Screen Equipment

The Company is committed to providing a safe and healthy working environment for all Company members.

As part of the Company policy on Health and Safety at Work all Company members who operate DSE (VDU) as an integral part of their normal job function will be reimbursed the cost of an annual eye test.

### PROCEDURE

The Manager must first agree that the operation of the DSE is an integral part of the normal job function.

As a guide 'integral part' implies workflow requiring virtually constant work using the screen and where rest breaks are a requirement under the law (5 minutes in every 90 minutes minimum).

The Company member must obtain from qualified optician reasonable written evidence that corrective appliances (normally spectacles) are required for the use of DSE.

## AUTHORITY/RESPONSIBILITY LEVELS

### Finance

Authorises payments and ensures claims for eye test contributions are supported by a qualified opticians receipt and reasonably priced.

### Workstations

#### PURPOSE

To ensure the employee's work space, including desks and seating are ergonomically adjusted to ensure their Health and Safety. Thus reducing the possibility of RSI (Repetitive Strain Injury) and any other injuries relating to their workstation.

#### PROCEDURE

The person/persons responsible for Health and Safety, are to demonstrate to all members of staff, the safe alignment of their work station with regard to their VDU, desk and chair.

#### 8. Health and Wellbeing

- Promote health and wellbeing initiatives, including mental health support and resources.
- Encourage work-life balance and provide support for employees experiencing work-related stress.
- Offer access to occupational health services as needed.

#### 9. Monitoring and Review

- Monitor health and safety performance through regular inspections, audits, and reviews.
- Solicit feedback from employees on health and safety matters and address concerns promptly.
- Review the health and safety policy annually or following significant incidents or changes in legislation.

#### 10. Policy Implementation

- Ensure this policy is communicated to all employees, contractors, and visitors.
- Display the health and safety policy prominently within the workplace.
- Make the policy available on the company's intranet and website.

#### Approval and Review

This Health and Safety Policy has been approved by the senior management team of Open Agency. It will be reviewed annually and updated as necessary to reflect changes in legislation, industry standards, or company operations.

Approved by: James Breeds, Business Director

Date: Jan 2024

Review Date: Jan 2025