

1. Statement of General Policy

We recognise our legal obligation, and as an organisation are committed to:

- Ensuring the health and safety of staff and anyone affected by our business activities, and to providing a safe and suitable environment for all those attending our premises.
- Preventing accidents and cases of work-related ill health by managing the health and safety risks in the workplace.
- Reviewing all health and safety policies annually, or sooner where new equipment or practices are introduced.
- Providing clear instructions and information, adequate training, and where necessary, PPE, to ensure employees are competent and able to carry out their work in a safe manner.
- Engaging and consulting with employees on day-to-day health and safety conditions.

2. Responsibilities for Health & Safety Matters

The Compliance Manager is the nominated employee responsible for co-ordinating day to day effective health and safety policies and controls across the organisation.

The nominated employee will ensure that this policy is reviewed annually. Recommendations for any amendments are reported.

The nominated employee is responsible for:

- The production and maintenance of the Company's policy and ensuring that Department Guidelines are consistent with policy;
- The application of the policy
- Monitoring and reporting on the effectiveness of the policy;
- The identification of health and safety training needs.

3. Your Responsibilities

All staff share responsibility for achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.

You should report any health and safety concerns immediately to your line manager.

You must co-operate with the nominated employee on health and safety matters, including the investigation of any incident.

It shall be the responsibility of the nominated employee to bring to the attention of all members of staff, the provisions of the guidelines, and to consult with appropriate Health and Safety Representatives about the updating of these guidelines.

4. Accidents

- The health & safety law poster can be found on the back of the office door in both Epsom & Marlow
- The first aid box can be found in the stationary cupboard in both Epsom & Marlow
- The accident book can be found in the nominated employee's office
- All accidents and injuries at work, however minor, should be reported to the nominated employee and recorded in the Accident Book.

Appendix

A) Safety

1. You should make yourself familiar with our Health and Safety Policy and your own health and safety duties and responsibilities, as shown separately.
2. You must not take any action that could threaten the health or safety of yourself, other employees, customers or members of the public.
3. Protective clothing and other equipment which may be issued for your protection because of the nature of your job must be worn and used at all appropriate times. Failure to do so could be a contravention of your health and safety responsibilities. Once issued, this protective wear/equipment is your responsibility.
4. You should report all accidents and injuries at work, no matter how minor, in the accident book that can be found in the main office.
5. You must ensure that you are aware of our fire and evacuation procedures and the action you should take in the event of such an emergency.

B) Refreshment Making Facilities

Where appropriate, we provide refreshment making facilities for your use, which must be kept clean and tidy at all times.

C) Alcohol and Drug Policy

1. Under legislation we, as your employer, have a duty to ensure so far as is reasonably practicable, the health and safety and welfare at work of all our employees and similarly you have a responsibility to yourself and your colleagues. The use of alcohol and drugs may impair the safe and efficient running of the business and/or the health and safety of our employees.
2. If your performance or attendance at work is affected as a result of alcohol or drugs, or we believe you have been involved in any drug related action/offence, you may be subject to disciplinary action and, dependent on the circumstances, this may lead to your dismissal.

D) Fitness for Work

If you arrive for work and, in our opinion, you are not fit to work, we reserve the right to exercise our duty of care if we believe that you may not be able to undertake your duties in a safe manner or may pose a safety risk to others, and send you away for the remainder of the day with or without pay and, dependent on the circumstances, you may be liable to disciplinary action.

E) Hygiene

1. Any exposed cuts or burn must be covered with a first-aid dressing.
2. If you are suffering from an infectious or contagious disease or illness such as rubella or hepatitis you must not report for work without clearance from your own doctor.
3. Contact with any person suffering from an infectious or contagious disease must be reported before commencing work.
4. Staff members are expected to maintain high levels of personal hygiene at all times

F) No Smoking Policy

Smoking is not permitted on our premises and must be restricted to authorised break times only (breaks to be taken as agreed) and the overall time taken for smoking will be deducted from your allocated break entitlement).

Issue Date: May 2023

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Review Date: May 2024

Signed:



Craig Varney : Director