



MAKERS

Health and Safety Policy

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INTRODUCTION

Everyone in the work environment has both a legal and ethical responsibility for ensuring their workplace is safe, for themselves, their colleagues and visitors, including contractors and other service providers.

Makers has set out in a document the basis of its Health and Safety Policy to be followed by all of its employees and visitors.

The document containing the Policy and its various Procedures is aimed at both meeting legal obligations within the Health and Safety Regulations and also providing employees and visitors with clear guidelines on how to deal with the various health, safety and welfare issues, which exist from day to day.

The various Procedures, are an integral element of the Policy, but are liable to amendment and update as circumstances change and the organisation identifies the need to review its safety practices.

The following statement is prepared in compliance with the Health and Safety at Work Act 1974, section 2(3), and sets out the general policy of Makers with respect to Health, Safety and Welfare at work.

HEALTH AND SAFETY POLICY STATEMENT

Makers considers the health, safety and welfare of its employees and the safe discharge of Makers activities to be of paramount importance. The policy has the objective of ensuring the health, safety and welfare of its staff, contractors and visitors and is issued to all staff and contractors working for Makers.

All members of staff, visitors and contractors are responsible for their own safety and the safety of others, and shall conduct those activities over which they have control in a safe manner and in accordance with Makers policies and procedures. Makers requires all its employees to work safely and with due consideration for the safety of others and will provide whatever training and supervision and equipment is necessary. Makers also requires all employees to report without delay, to their employer or the Health and Safety Officer, any work situation that could give rise to serious and imminent danger to health and safety and also any noted shortcomings in the employer's protection arrangements for health and safety.

The attention of all employees is drawn to their legal responsibility to take reasonable care of themselves and all others who may be affected by their acts and/or omissions and to co-operate with their employer with regard to health & safety matters. All employees have a duty not to interfere with or misuse anything provided by Makers in the interests of health and safety.

Contractors who are selected to undertake work for Makers are required to apply the same standards of care for health and safety as Makers does itself.

Assessment of work-related risks is a key part of managing Makers safety. Unsafe working practices must not be condoned. Any deficiencies, defects, faults, etc must be brought to the attention of the Head of Operations.

TRAINING

Makers induction procedure requires all new staff to attend a safety induction session with the Health and Safety Officer within one month of taking up employment. Staff are also required to read the information contained in the Health and Safety Law poster displayed in the office.

POLICY

It is Makers policy to comply with all relevant statutory and regulatory provisions and to take such additional measures as it considers necessary to comply with its health and safety obligations. To achieve this Makers will, as a minimum, operate to legal requirements and established standards of good practice and will as far as is reasonably practicable:

1. Manage its activities in such a way as to ensure that the health, safety and welfare of all employees, contractors, and any other persons on its premises are not put at risk.
2. Provide and maintain systems of work that are safe and without risk to health.
3. Provide the necessary information, instruction, training and supervision to ensure the health and safety of all employees, contractors and any other persons on Makers premises.
4. Maintain the workplace in a condition that is safe and without risk to health.
5. Provide and maintain a working environment that is safe, without risks to health and is adequate with regard to facilities and arrangements for the welfare at work of all employees.
6. Promote through consultation and other means, the active involvement of all staff in the development, promotion, implementation and monitoring of measures provided for health, safety and welfare.
7. Ensure that risk assessments are carried out as required.
8. Cooperate in safety matters with other organisations with whom Makers shares buildings and coordinate safety arrangements with such organisations.
9. Investigate thoroughly all accidents and unusual occurrences affecting health and safety.
10. Review and revise this policy as necessary at regular intervals.

11. Establish emergency procedures as required.

12. Provide the required number of qualified First Aiders and Fire Marshals, and ensuring that appropriate first aid facilities and equipment are provided.

The above policy needs the full cooperation of all employees. All staff are expected to give every possible assistance to ensure the successful implementation of the policy, to take reasonable care for their own safety and that of others.

In order to achieve this end, every employee must:

- (a) Comply with any safety instructions and directions issued by Makers.
- (b) Take reasonable care for their health and safety, and the health and safety of other persons (e.g. other employees, contractors, customers, workmen, etc) who may be affected by his/her acts or omissions at work, by observing safety rules which are applicable to him/her.
- (c) Cooperate with Makers to ensure that the aims of this Health and Safety Policy Statement (as amended from time to time) are achieved and that any duty or requirement imposed on Makers by or under any of the relevant statutory provisions are complied with.
- (d) Report and cooperate in the investigation of all accidents or incidents that have led to or may lead to injury.
- (e) Use equipment provided in accordance with the training received.
- (f) Report any potential risk, hazard or malfunction of equipment to the appropriate authority.

Any failure by an employee to comply with any aspects of Makers health and safety procedures, rules or duties specifically assigned to the employee with regard to health and safety will be regarded by Makers as misconduct which will be dealt with under the terms of Makers's disciplinary procedure.

RESPONSIBILITIES

The CEO is ultimately responsible for the adequacy and effectiveness of Makers' arrangements for health and safety. The CEO will oversee and monitor the implementation of this Health and Safety Policy and will make changes when necessary. The CEO is assisted in performing the duties associated with these responsibilities by the Health and Safety Officer. Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Health and Safety Officer.

The responsibilities for each employee's health and safety do not rest entirely with Makers and its management. An employee, irrespective of his or her position within Makers, has a

legal duty to co-operate with the management to enable Makers to comply with the law and to ensure that the workplace is safe for everyone.

Employees must consider safety in everything they undertake. In particular they should take all reasonable care of their own health and safety and also that of anybody else who might be affected by their actions or omissions. Employees who are not prepared to work safely are a danger to themselves and their colleagues and are a liability to Makers.

During the course of work, if an employee becomes aware of any hazards, which they have not been trained to deal with, they should inform their Manager so that appropriate corrective action can be taken. If an employee considers that necessary action has not been taken within a reasonable length of time they should discuss the situation with their manager. If nothing is done, or they believe that what is done is insufficient the employee should ask for advice from the Managing Director.

POLICY REVIEWS

Health and safety policy reviews and health and safety issues are discussed by Makers. Any member of Makers management may be approached to raise particular safety issues. The Health and Safety Officer to whom any findings in this area should also be communicated will undertake risk assessments. The CEO is ultimately responsible for the control and/or removal, of the uncovered risks, and will make sure that the required action is implemented. Assessments will be reviewed annually.

PROCEDURES

Makers Safety Inspections

To ensure that Makers policies and procedures are being correctly implemented, inspections will be carried out annually. The frequency of monitoring will depend on the issues involved to some extent. Issues arising from inspections will be reported to Makers management and appropriate remedial action instigated.

Any member of staff should report any defects, faults and other safety hazards to the Health and Safety Officer as soon as possible.

Fire

All members of the staff must ensure they know the positions of the nearest fire alarm call point, internal telephones, fire extinguishers and exit routes.

Details of procedures, exit and assembly points, and the appointed Fire Marshals, are displayed on notice boards around the office. You **MUST** familiarise yourself with Makers emergency procedures to minimise the dangers caused by fire.

You **MUST** be aware of your nearest fire exit, and its alternative, for emergency use.

You **MUST** also be aware of the nearest fire extinguisher to your work location, its type and know how to operate it.

On discovering a fire:

- Activate the Fire Alarm by operating the nearest call point
- If it is safe, dial 999 via the nearest internal telephone and state location of fire and any other details which may be of use, including what sort of fire it is - electrical, chemical etc
- Use appropriate fire extinguishers if safe to do so and your escape route is clear
- Evacuate the building

On hearing the fire alarm:

- Immediately evacuate building calmly by the nearest available exit, closing doors & windows
- Remain calm and proceed in an orderly manner; do not run
- Do not use lifts or stop to collect personal belongings
- Report to the assembly point, which is the corner of Thrawl Street and Commercial Street
- Do not re-enter the building until instructed by authorised personnel that it is safe to do so

DO NOT PUT YOUR OWN SAFETY AT RISK.

The fire alarm system is tested weekly by the Building Management and bi-annual evacuation drills are carried out and organised by the Building Manager.

Bomb Threat Procedure

In the event of a bomb threat, or on discovering a suspect object, you **MUST** be ready to assess the risk and react appropriately.

DO NOT IGNORE A SUSPECT PACKAGE - IT IS BETTER TO LOOK FOOLISH THAN BE INJURED.

If you receive a suspect package; inform the Health and Safety Officer immediately - they will contact the police and fire brigade. Evacuate other staff from the immediate area.

DO NOT ATTEMPT TO TOUCH THE OBJECT OR ALLOW ANYONE ELSE TO DO SO.

If you receive a telephone warning you should allow the caller to complete the message without interrupting him/her, keep the caller talking for as long as possible. Attract the attention of a colleague and ask them to make a written note of the call. Attempt to continue contact by keeping the caller on the line - remain calm and listen carefully - note any information about the caller which may be helpful to the authorities - for example code words, the caller's sex, accent, any speech impediment, age or any background noise.

After receiving a bomb threat, pass the information to the Health and Safety Officer immediately.

The Health and Safety Officer will decide whether it is appropriate to evacuate the building or initiate a search of the building.

The Health and Safety Officer will give instructions as to the evacuation procedure in the event of a bomb threat. The normal fire procedures may not be used, depending on the location of any suspicious package or bomb threat received.

First Aid and Serious Injury

A First Aid box are kept on all floors of the office in clearly marked cupboards and all First Aiders have access to it. First Aid supplies are maintained by the Health and Safety Officer and any use of first aid supplies should be reported to her or to any First Aider.

In cases of injury, contact any available first aider and if it safe to do so request an ambulance by calling the national emergency telephone number 999 or 112. State the location of the injured person.

Make sure that as much detail as possible is given to 999 - for example: location, what may have happened, injuries sustained, and your name as well as that of the injured person.

Unless you are a First Aider do not attempt to administer first aid to the injured person however minor their injury may seem. Try to keep them calm, and attempt to find out as much as possible about the accident, and report this as soon as possible to the First Aider or the emergency services.

Any personal details relating to the accident, such as details of illness, will be kept separately and only the Managing Director will have access to these details. When you fill in the Accident Book you will be required to sign a form to confirm your consent to Makers retaining this information in accordance with the requirements of the Data Protection Act 1998 and the GDPR.

Medical and Emergency Contact Details

Every member of staff is required to give details of an emergency contact through CharlieHR in case there is a medical or other emergency.

If you suffer from any medical complaint that may at any time affect your capacity to perform your job to the required standard, please ensure that you inform Makers Management. If you need to take prescription drugs during work hours please also inform Makers Management. Any drugs kept on office premises must be clearly labelled with your name, the drug and, if necessary, advice on administration and counteractive action.

Every aspect of the health of our staff is important to us - if at any time you feel that your workload is too much for you, ensure that you speak to a senior member of staff. We

would rather spend an hour or so discussing problems with a view to sorting them out than to have our staff unable to work through stress or other difficulties.

Accident and Incident Reporting

All injuries, diseases and dangerous occurrences must be reported. The Management must be contacted immediately following major injuries and certain dangerous occurrences. First Aid boxes are usually kept by the First Aiders or are stored in proximity of their desk. All accidents and cases of work-related ill health are to be recorded in the Accident Book that is kept by the Health and Safety Officer. The Managing Director is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Maintenance of Workplace, and of Equipment, Devices and Systems

Makers will ensure that all equipment, devices and systems, for example mechanical ventilation systems, emergency lighting and power doors, will be maintained in an efficient state, in good working order, and cleaned and repaired as appropriate. Regular maintenance will be carried out at suitable intervals, defects remedied, and a suitable record of all the above kept.

Ventilation

We will try to ensure that every enclosed workplace is ventilated with a sufficient quantity of fresh or purified air. Any equipment used to comply with this will include a device, which will give a visible or audible warning of any failure.

Temperature in Indoor Workplaces

We will try to ensure that the temperature in all workplaces inside the buildings is reasonable, and provides reasonable comfort without the use of special clothing, and is at least 16°C (60.8°F). Any air conditioning provided will be checked at regular intervals to ensure that there is no escape into the workplace of fumes, gas or vapour, which may be injurious or offensive.

Lighting

Each workplace will have suitable and sufficient lighting, wherever possible using natural light. We also aim to provide sufficient emergency lighting so that employees and other persons in the building are not exposed to danger if artificial light fails.

At places of particular risk lighting will also be in place to help avoid other potential hazards.

Lights will not be permitted to become obscured and will be replaced, repaired and cleaned as necessary.

Cleanliness and Hygiene

Floor, corridors and stairs should be kept clear of litter, boxes, etc. Litter bins and storage cabinets are provided for this purpose. Please ensure that broken glass or other dangerous items are not put into waste paper bins unprotected.

Working Environment

Each workstation will be arranged so it is suitable for the person at work, and for any work likely to be done there as regards floor area, height and unoccupied space. For all those jobs where a substantial part of the work is done with the employee seated, a suitable chair will be provided. A suitable foot rest will be provided where necessary.

Workplace floors and surfaces should be kept clean and tidy. Please ensure that leads to telephones, desk lamps, computer terminals, typewriters and the like are kept as near to the walls as possible, and not allowed to trail across the floors.

Please ensure that you tell the Health and Safety Officer if any equipment is, or appears to be damaged or unsafe.

Computer Equipment

Makers implements a policy concerning Display Screen Equipment (“DSE”) in order to provide a safe environment for staff whose work is highly dependent on the use of DSE. Staff will receive training in the safe use of DSE as part of the induction process to ensure they are aware of the hazards and precautions.

European legislation requires that those using display screen equipment as a significant part of their normal work abide by certain regulations:-

Daily work on display screen equipment should be interrupted periodically by breaks or changes in activity, to reduce workload at the equipment. Spells of intensive screen work should be punctuated by regular breaks, to prevent the onset of fatigue.

We will ensure that people who regularly use such equipment are provided with an appropriate eye and eyesight test, carried out by an optician or doctor. All those who regularly use computer screens will be provided with adequate health and safety training in the use of that work station, and this training will be updated if that workstation is modified.

Electrical Safety

All electrical equipment shall be inspected/tested in accordance with the guidance in the manufacturer instruction manuals. Regular checks are carried out by the Health and Safety Officer and where appropriate inspections and testing are performed by external technicians or contractors. Any new items of electrical equipment including those which are brought from home must be checked and/or inspected as appropriate. Members of the staff must report immediately any problems arising with electrical equipment to the Health and Safety Officer.

Manual Handling

Makers seeks to minimise the risk of injury from manual handling operations. Members of staff who may be involved in such operations shall receive training in lifting and handling. Please report any manual handling issues to the Health and Safety Officer.

Smoking

Smoking is not permitted in office nor in the building.

Competency for tasks and training

Induction training will be provided for all employees by the Health and Safety Officer or a nominated person trained for this task. Job specific training will be provided by a nominated senior member of staff. Training records are kept by the Health and Safety Officer.

Out of hours working

Individuals must seek the permission of their Line Manager to work outside the normal office hours (8.30am to 7pm) Monday to Friday.

HEALTH AND SAFETY REPRESENTATIVES

The CEO of Makers has appointed the following people to represent Makers with respect to Health and Safety issues as described in this Policy.

First Aiders

Nikesh Ashar
Dana Svoboda

Fire Marshalls

Nikesh Ashar
Dana Svoboda
Camelia El Khalidy
Rebecca Hookham
Emily Knuckey
Edward Withers
Anna Nemeth
Alice Lieutier