

HEALTH AND SAFETY POLICY STATEMENT

Evolved IT Solutions Ltd engages the highest of priorities with regards to the health, safety and welfare of its employees, Clients and visitors. Health and safety has equal ranking with the responsibilities for commercial, operational and financial aspects of the business.

We recognise our legal and moral responsibilities under the Health and Safety at Work etc Act 1974 and related legislation to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees and of other people who may be affected by our activities. Particular attention is paid to the provision and maintenance of: -

- a) Ensuring equipment meets the relevant safety standards.
- b) Safe arrangements for the use, handling, storage and transport of equipment.
- c) Sufficient information, instruction, training and supervision to enable employees to avoid hazards and contribute positively to their own health and safety, as well as those around them.
- d) A safe place of work with minimum risk and with safe access to and egress from it. Risk assessments will be undertaken to identify what safety measures are needed where applicable.
- e) A safe and healthy working environment wherever we have control over this (when on customer
- f) sites we will take reasonable measures to ensure your safety is secured)
- g) Single point of contact nominated as the safety representative for all liaisons regarding safe working practices, who is also the nominated first aid representative, responsible for reporting & documenting all safety reports.
- h) Adequate welfare facilities.

Suitable arrangements for identification, monitoring, controlling and reviewing this policy will be made to ensure its effective implementation.

Breaches of safety procedure will lead to disciplinary action according to our current disciplinary procedures.

This statement of policy will be made available to all employees. They are encouraged to make suggestions for improvement in health, safety and environmental matters.

The organisation of responsibilities and the arrangements for implementing this Policy are detailed in Schedule 'A' below.

SIGNED:



Alan Evans
[Managing Director]

DATED: 08th January 2014

Series:	H&S	Series & Number	POL-H&S-12	Updated:	January 2014
Revision Number	V.02	Revision Date	TBC	Page 1 of 15	

SCHEDULE 'A' **HEALTH AND SAFETY POLICY** **ORGANISATION OF RESPONSIBLE PERSONS**

RESPONSIBILITIES OF THE DIRECTORS

The Directors are responsible for ensuring that:

- i) There are sufficient resources, including financial resources, to enable systems and controls to be implemented.
- ii) That all staff are competent to implement and achieve compliance with the safety policy.
- iii) That the safety policy is implemented throughout the organisation and that it is regularly reviewed and updated where necessary.
- iv) That a proactive management strategy is implemented whereby health, safety and environmental risks are identified, managed, monitored and reviewed.
- v) That health, safety and environmental issues are included in any strategic business plans.
- vi) Our responsibilities under health, safety and environmental legislation are implemented
- vii) Health and safety activities of our staff are co-ordinated effectively.
- viii) Anyone who is used or appointed to deal with health, safety and environmental issues is competent.
- ix) The Directors are kept fully briefed regarding implementation of the policy, and any areas that require further attention or resource.

RESPONSIBILITIES OF THE HEALTH AND SAFETY APPOINTED PERSON

(ALAN EVANS – MANAGING DIRECTOR)

- i) Risk assessments are undertaken, monitored, and that suitable controls to manage the risks are implemented.
- ii) The premises are regularly inspected for hazards and unsafe working practices, and that remedial is taken.
- iii) Accident statistics are reviewed, including arranging for investigation of accidents.
- iv) Health and safety information is effectively disseminated within Evolved IT Solutions Ltd.
- v) Staff have effective means to be consulted on health and safety issues.
- vi) There are clear procedures for the safe handling, storage, use and disposal of all tools, equipment and substances.
- vii) An assessment is undertaken and that suitable control procedures are designed and implemented before any new equipment or substances are used within Evolved IT Solutions Ltd.

RESPONSIBILITIES OF EMPLOYEES

Under the Health and Safety at Work etc Act 1974 you have a responsibility to take reasonable care for your own safety and that of other people who work with you. This means that you should:

- i) Report to a Director any defect or hazard which may affect health or safety.
- ii) Take care of your own health and safety and that of others.
- iii) Notify a Director of any accident involving personal injury or damage to equipment, and to complete their report in the Evolved IT Solutions Ltd Accident Book.
- iv) Understand and conform to the rules for the use of machinery and equipment.
- vi) Refrain from intentionally or recklessly interfering with or misusing anything provided in the interest of health and safety.
- vii) Notify your manager of any procedures or work arrangements that you do not understand or feel competent to undertake.
- viii) Work in accordance with the training, instructions and procedures provided.
- ix) Co-operate at all times to ensure that the work is undertaken both effectively and safely.

Responsibilities of Fire Marshals

Marshals have the following duties:

- i) When the fire alarm sounds walk your area to ensure that everyone is leaving. Check toilets, cupboards and any area not in direct view.
- ii) Assist anyone who is in difficulty out of the building.
- iii) Go to the assembly point and report to the senior person. Give details of any problems or persons who need assistance so that the emergency services can be told. This will allow early search and rescue to take place.
- v) Be prepared to stand outside a fire exit to stop people entering / returning to the building.
- vi) NEVER put yourself at risk.
- vii) If anyone is uncooperative or refuses to leave the building, do not stay to persuade them. Take a note of their name and continue your duties, reporting the situation to the co-ordinator at the assembly point.
- viii) Regularly check your area of responsibility to ensure that it remains safe to use during emergency evacuation (e.g. exit routes are unobstructed, extinguishers have not been tampered with or removed, fire doors are kept closed but not obstructed). Report any such failings to a Director.

If a Fire Marshal leaves the area for which they are responsible, they must inform a Director so that alternative arrangements can be made.

The current fire marshals are as follows:

NAME	DEPARTMENT / POSITION
Alan Evans	Managing Director
Matthew Stride	Engineer

Responsibilities of first-aid personnel

Responsibilities of first aiders and appointed persons are:

- i) To maintain life in the event of an emergency until professional assistance arrives.
- ii) To deal with minor injuries to employees.
- iii) To assist injured persons in completing the Accident Book.
- iv) To inform management of injuries that require professional assistance.
- v) To notify a Supervisor when an employee is injured and awaiting treatment.
- vi) To arrange for emergency services to be contacted when professional assistance is required.
- vii) To maintain supplies of first aid equipment in first aid boxes (or report to the responsible person when supplies are needed).
- viii) To attend training sessions and/or re-qualification courses arranged by Evolved IT Solutions Ltd.

The current first aiders are as follows:

Name	DEPARTMENT
Alan Evans	Managing Director

SCHEDULE 'B'

HEALTH AND SAFETY POLICY ARRANGEMENTS

1. Accident Reporting

Any accident, however minor, should be reported to a Director and an entry made in the accident book. The accident book is kept in the Head office.

Any injuries, diseases or dangerous occurrences, which are 'reportable' under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995* (RIDDOR), will be done so by Alan Evans, and a record will be kept together with the accident book.

2. Asbestos

All employers have a duty to protect their staff from being exposed to asbestos as they do with any other harmful substances. However, Regulation 4 of the *Control of Asbestos at Work Regulations 2002* introduces an explicit duty to *manage* asbestos in non-domestic premises.

This duty is placed on parties that have a responsibility for maintenance / repair of the premises either through a contract, tenancy agreement or by owning the building. Broadly, the duty to manage will require the duty-holders to carry out a number of steps. These are explained below;

1. Carry out a risk assessment to determine if 'asbestos containing materials' (ACM's) could be present.
2. Survey for Asbestos
3. Record where the asbestos or presumed asbestos is located together with its condition.
4. Take the Appropriate Action

The asbestos register / management plan is held in the Head Office.

In Summary:

In simple terms, Evolved IT Solutions Ltd is required to appoint a competent person to assess the presence and condition of asbestos on site. Then, where relevant, implement a management system, whether work on the premises is planned or not.

3. Contractors and Visitors

Evolved IT Solutions Ltd is liable for any actions by its visitors and contractors that affect health and safety on its premises. Staff must direct all visitors, including customers and contractors, to the receptionist in the first instance. They will be briefed on the hazards and procedures in the workplace and told of any rules that may affect them in the relevant area(s). These rules are:

Series:	H&S	Series & Number	POL-H&S-12	Updated:	January 2014
Revision Number	V.02	Revision Date	TBC		Page 6 of 15

- A member of staff must escort visitors. They must not use any of Evolved IT Solutions Ltd tools or equipment without a Director's, or Operational Manager's approval.
- Contractors are responsible for maintaining their work equipment in safe condition and in safe areas at all times.
- All waste that is produced by contractors on the work premises must be maintained in suitable receptacles, in a safe location, and removed from site by the contractor.
- Contractors carrying out work on the premises will be fully briefed on the hazards and procedures that apply in the applicable work area.
- The contractors must supply a copy of their Health and Safety Policy, and details of any process that could be hazardous to our employees or others using our premises. When using chemicals or other substances that fall under the *Control of Substances Hazardous to Health Regulations 2002*, they must supply a copy of the Material Safety Data Sheet(s), to a director before using the substance.
- If using steps, ladders, scaffolding etc., they must take all proper precautions, including providing enough staff to erect and correctly use such equipment. STF (slips, trips & falls) document to be available.
- Contractors and visitors to work areas may not smoke under any circumstances.
- They are reminded that there are constant vehicle movements within all areas of the premises. They must take care to ensure that they are not at risk from impact with moving vehicles.

4. Disabled Access and Disability Discrimination

Evolved IT Solutions Ltd will make reasonable adjustments to allow access to customers with physical or mental impairments.

Evolved IT Solutions Ltd will not discriminate during recruitment and ongoing staff development because of a physical or mental impairment. All reasonable adjustments will be made to enable the person to work (e.g. lower desk for a wheelchair user).

Any employee who has an impairment which is being made more difficult by the work or work environment should report this to a Director so an assessment can be undertaken to identify what adjustments are needed to accommodate individual needs.

5. Display Screen Equipment

Any staff members who use display screen equipment (DSE) as a part of their employment should consider the layout and arrangement of their equipment:

The Screen

- Adjust the contrast between the characters and the background to suit ambient conditions.
- Swivel and tilt the screen to suit individual needs.
- Identify appropriate screen height.
- Position the screen to avoid reflection and glare.

The Keyboard

- Tilt the keyboard to find a comfortable position.
- Allow space between the front of the keyboard and the edge of the work surface to give hand / arm support.

The Work Surface

- Make sure that it is large enough to easily accommodate the equipment.
- Adjust the document holder to a comfortable working position and make sure it is stable to avoid excessive head/eye movement.

The Chair

- Should be stable but allow easy freedom of movement.
- Adjust the height of the seat and the height of the tilt of the back to give a comfortable seating position.

The Environment

- Ensure that lighting is adequate for the combination of screen work and non-screen tasks.
- Ensure that there is enough space to change position and vary movements.
- Take regular breaks from display screen work.

Eye Tests

Any member of staff considered to be a 'user' of display screen equipment may be entitled to an eye test at Evolved IT Solutions Ltd expense. It is appropriate to classify a person as a user if most or all of the following criteria apply:-

- The individual depends on the use of DSE to do the job, as alternative means are not readily available for achieving the same results.
- The individual has no discretion as to whether to use or not use the DSE.
- The individual needs significant training and/or particular skills in the use of DSE to do the job.
- The individual normally uses DSE for continuous spells of an hour or more at a time.
- The individual uses DSE in this way more or less daily.
- Fast transfer of information between the user and screen is an important requirement of the job.
- The performance requirements of the system demand high levels of attention and concentration by the user, for example, where the consequences of error may be critical.

In general terms, a broad definition of a user is someone who 'habitually' uses DSE for a 'significant' part of his or her normal work. If an employee is deemed to be a 'user' of display screen equipment then Evolved IT Solutions Ltd will arrange for an eye test for that person. If an employee requires glasses specifically for use with display screen equipment and not for any other purpose, then Evolved IT Solutions Ltd will contribute towards the cost of a pair of glasses.

Series:	H&S	Series & Number	POL-H&S-12	Updated:	January 2014
Revision Number		V.02	Revision Date	TBC	Page 8 of 15

6. Electrical Equipment

All equipment should have been designed for the environment in which it is to be used, and should be suitably protected.

Inspecting Plugs and Cables:

Before using any electrical equipment plugs, cables and equipment housing must be checked for damage. If there is any damage, no matter how small, the equipment must not be used. It must be taken out of use immediately and drawn to the attention of management who will arrange for immediate repairs or replacement. The supervisor or manager should firmly stick a label or sticker to the item alerting others to the hazard, pending its repair. Under no circumstances should unqualified personnel attempt repairs.

Use of Extension Leads and Portable Equipment:

When using portable electrical equipment the nearest socket should always be used. If it is necessary to use an extension lead, it must be protected by a residual current device (RCD) and taken to the appliance by the most direct safe route. If crossing walkways, the lead should be protected to prevent accidents.

Use of Hand Lamps

Under no circumstances should service engineers use hand lamps where flammable vapours may be present or accumulate. Low voltage hand lamps do not protect against flammable vapours. Low voltage hand lamps should be used in preference to 240-volt lamps. If 240-volt hand tools are to be used then they should always be used in conjunction with an RCD (residual current device).

Periodic Thorough Checks of the Installation and Equipment:

Electrical engineers, approved by Evolved IT Solutions Ltd, will check the main electrical installation. The frequency of these checks will be according to the prescription given by the report of a competent electrician.

7. Fire Precautions

Fire extinguishers are at convenient places throughout the premises. Their positions are clearly indicated by signs. A competent contractor maintains these regularly.

Green and white signs incorporating a pictogram of the 'running man' indicate designated fire exits. Staff members should be aware of the location of fire exits and should never block any fire exit doors or passageways at any time.

Fire safety notices are displayed around the premises. These should be read and understood. Fire drills are conducted at least annually to reinforce these instructions.

There will be a practice drill at least annually at this site. It is everyone's responsibility to participate, and failure to do so may result in disciplinary action.

Actions on: The Event of a fire

- 1) Operate the nearest fire alarm by breaking the glass panel.
- 2) Warn anyone in the vicinity of the fire and request someone to call the fire brigade.

- 3) Having checked for a safe escape route behind you assess whether you are able to tackle the fire with a fire appliance.
- 4) In no circumstances should you take a personal risk.
- 5) Leave the premises by the nearest available exit.
- 6) Go to the fire assembly point.

DO NOT ATTEMPT TO COLLECT PERSONAL BELONGINGS

8. First Aid

First aid is the initial management of any injury or illness suffered at work. It does not include giving tablets or medicines to treat illness.

The purpose is for the first-aider to maintain life in an emergency until professional help is available, and to prevent a health condition or injury from deteriorating.

Remember the 3 Ps: **Preserve** life, **Prevent** deterioration, & **Promote** recovery

First-aid Personnel

There are two levels of competence for first aid personnel. These are first-aiders and appointed persons.

A first-aider is someone who has attended a training course that has been approved by the Health and Safety Executive (HSE), has attended a minimum of four days training or equivalent, and has passed the examinations at the end.

An appointed person is someone who has been nominated by Evolved IT Solutions Ltd to deal with any first-aid emergencies at work, including knowing who to call in a medical emergency and how.

Evolved IT Solutions Ltd will decide, according to statutory requirements and site specific needs, how many first aiders are required at the site. Appropriate numbers of staff will be trained to provide a suitable level of cover allowing for periods of sickness and annual leave.

Staff should familiarise themselves with the designated first aiders or appointed persons at the site. Signage is provided detailing where the first aid equipment is kept and who the first aider or appointed person is at that site.

One of the first aiders must be nominated to oversee the stock levels of the first aid equipment. As and when stock becomes past its expiry date or is used, this person is responsible for ensuring that it is re-stocked.

9. Hazardous Substances

Evolved IT Solutions Ltd aims to be fully compliant with the *Control of Substances Hazardous to Health Regulations 2002*. It will undertake assessments of all processes and working areas that use or store hazardous and explosive substances, and will issue specific procedures and recommendations for a particular work process that involves a degree of risk to individuals.

COSHH assessments are held in the Head Office.

Series:	H&S	Series & Number	POL-H&S-12	Updated:	January 2014
Revision Number	V.02	Revision Date	TBC		Page 10 of 15

Material Safety Data Sheets

Staff should be aware of the location of material safety data sheets for all of the products that they use or handle during the course of their employment. Staff should employ the specific recommendations given in the data sheets to control their levels of exposure to any harmful substances.

Safety Signage

Staff members should familiarise themselves with typical safety signage and hazard symbols expected on the products that they handle during the course of their employment. Typical hazard symbols are given below:



Toxic



Corrosive



Highly Flammable

Spillage

Do not allow spilled liquids to enter the drainage system. Remove sources of ignition and ventilate the area naturally.

Contain and collect the spillage with non-combustible absorbent materials.

Identify the product and report to the Departmental Manager. The correct method of disposal should be identified and carried out according to the *Environmental Protection (Duty of Care) Regulations 1991*, and *Hazardous Waste Regulations 2005*. The relevant safety data sheet for the product may provide useful advice and guidance following spillage.

Personal Protective Equipment (PPE):

PPE is provided to minimise the risk to persons who need to be protected from any substances.

PPE should always be used if it has been decided it is necessary to do so. The individual members of staff are responsible for their protective equipment and they should ensure that it is clean and well maintained.

Protective overalls have been issued to some staff. The reason is to protect the skin and personal clothing from contamination by the various substances in use. Therefore, they must always be worn at work.

All employees should ensure that they wear footwear appropriate to their employment. If Evolved IT Solutions Ltd staff are involved in lifting or carrying any equipment or products, they must be a type that provides adequate protection to toes and the upper foot if there is an accident.

Due to the dangers associated with some footwear, trainers and other "soft" types of footwear must not be worn at work. *Staff working in workshop areas should wear safety footwear at all times.*

Any PPE that is faulty or damaged should be notified to the Departmental Manager immediately.

Series:	H&S	Series & Number	POL-H&S-12	Updated:	January 2014
Revision Number	V.02	Revision Date	TBC		Page 11 of 15

If any members of staff require any PPE they must ask the Departmental Manager who will issue them with what they require, & record the items on the PPE Record, held at the Head Office.

Hygiene

Adequate facilities are provided for maintaining personal hygiene. Many substances used on the premises can be harmful and can affect sensitive skin or the respiratory and digestive tracts. It is vital that all staff follow good personal hygiene methods. Care should always be taken to wash hands before consuming food or drink.

10. Housekeeping

Checking of Equipment:

All equipment must be carefully checked before use. Defective items must not be used. Any defect must be notified to your manager who will arrange rectification. No employee may climb ladders or stepladders without a helper to provide assistance and stability. Any work over six feet should be preceded by a specific risk assessment.

Cleanliness:

All members of staff are responsible for keeping their work area clean and tidy. All waste must be placed in the containers provided and cleared daily.

Marking and Keeping Clear of Gangways, Exits etc.:

All gangways and marked fire exits must be kept clear and ready for use. All vehicles must be correctly parked. Care should be taken not to block emergency exits.

Safe Stacking and Storage:

If it is necessary to stack any item you must make sure that there is:

- i) A firm level base;
- ii) The stack is not so high that it becomes unstable;
- iii) The racking is suitable.

All products must be stored as instructed by the manufacturer.

Waste Disposal:

All waste materials must be kept within the specific containers provided. Only licensed waste carriers, selected by Evolved IT Solutions Ltd may remove waste from the premises.

The appropriate method of waste disposal will be used according to the *Environmental Protection (Duty of Care) Regulations 1991*, *Waste Management Regulations 1994* and *Hazardous Waste Regulations 2005*. All waste documentation will be kept for at least three years.

Wherever possible waste products will be recycled.

Series:	H&S	Series & Number	POL-H&S-12	Updated:	January 2014
Revision Number	V.02	Revision Date	TBC		Page 12 of 15

11. Lone Workers

Lone workers, such as consultants whilst driving or potentially working on a client site, must keep in regular contact with the office. If it is not possible to carry out a job, or if correct equipment is not available, help must be obtained by contacting the appropriate supervisor. Under no circumstances should any member of staff improvise or employ bad working practices.

Anyone who is working on another site must leave full details at the office. Details should include:

- Time and date of visit
- Approximation of how long you intend to be away
- Name, address and telephone number of premises or person that you are visiting
- Names of anyone who you expect to report to or meet.

All staff should report to the office when they have successfully and safely completed a task that is away from the normal site or work area.

12. Manual Handling:

Work-related musculoskeletal disorders affect a large and growing proportion of the population. They involve muscles, tendons, joints and the skeleton (particularly the back, hands and arms).

Ensure that you assess any lifting operation according to the following criteria:

Task:	Twisting, stooping, excessive movements, repetitive movements, frequent movements
Load:	Heavy, bulky, unpredictable, unstable
Working Environment:	Temperature, flooring, lighting, posture constraints
Individual Capability:	Unusual capability required, pregnant worker, poor health, pre-existing health problem (e.g. bad back)

If in doubt, individuals should seek advice from their supervisor. If there are any problems with any tasks, then these should be reported to the Operations Manager.

Do not undertake any manual handling task that you do not feel is safe to complete. **NEVER** put yourself at risk.

Make full use of any lifting or carrying equipment that has been provided.

13. NOISE

Ear defenders should be worn by any employee working at a client site where the noise levels exceed the first action level.

Clients are responsible for providing you with hearing protection. Hearing protectors are available from the office store room & available when required (Making sure that the PPE record has been completed)

Where the blue (mandatory) noise safety signs are on display employees **MUST** wear hearing protection.

Any concerns regarding hearing, or hearing protection should be voiced to the relevant client and a Director.

Series:	H&S	Series & Number	POL-H&S-12	Updated:	January 2014
Revision Number	V.02	Revision Date	TBC		Page 13 of 15

14. Pregnant Workers

Employers are required to take particular account of the risks to new and expectant mothers when assessing risks in the work activity (*Management of Health and Safety at Work Regulations 1999*).

The phrase 'new or expectant mother' means a worker who is pregnant, who has given birth within the previous six months, or who is breast feeding.

When a Director is notified that an employee is pregnant, they are responsible for ensuring that an assessment of the worker is carried out. The employee should be provided with information relating to identified hazards and suitable steps to control the associated risks must be taken.

The risk assessments for new and expectant mothers must be kept under review.

15. Smoking

Smoking is only permitted in designated smoking areas. Staff must observe client site policies on smoking.

16. Staff Induction

All staff will undergo an induction programme to familiarise them with certain aspects of Evolved IT Solutions Ltd policies, procedures and work areas.

The manager in charge of the staff member is responsible for ensuring that a record of induction training is maintained and held in the individuals personnel file.

17. Temporary Workers including work experience

Where temporary workers are employed, e.g. work experience persons, an assessment to identify hazards and the associated risks will be undertaken either by the site or the school/college. (If the assessment is undertaken by the school/college, a copy should be provided to the site). Suitable control measures will be implemented and reviewed at regular intervals to ensure adequacy.

18. Vehicle Movements

Staff should be aware that there are serious risks associated with moving vehicles around the car park. The primary hazards are collisions with pedestrians and collisions with other vehicles or property. So as to reduce the risks involved in this activity, staff should observe the following control measures:

- Vehicle movements should be supervised in restricted spaces near blind corners and when reversing.
- Vehicle drivers should sound the horn to warn others when approaching blind corners or reversing to warn staff who may be in the vicinity
- The road-worthiness of the vehicle should be checked before taking it out onto the road.
- Staff will receive information, instruction and training in safe ways of moving vehicles.
- The statutory speed limit should always be observed on the public highway.
- Management will regularly inspect driving licences of drivers for convictions and possible bans.

A risk assessment will be undertaken to identify where the hazards exist, and what precautions are necessary. The findings will be communicated at each site during quarterly meetings.

19. Young Workers

A young person is anyone under the age of 18. The *Management of Health and Safety at Work Regulations 1999* require that a risk assessment be carried out *before* a young person starts work. Employers must take into account specific risks to the health and safety of young people, which arise as a consequence of their inexperience, lack of awareness of risks or immaturity.

The regulations also require employers to provide information to the parents, or those with parental responsibility.

Young persons, as with all new employees will be given a health and safety induction, on commencement of employment at the site! A director is responsible for ensuring that an assessment is undertaken for any young worker within their area of responsibility.

Prepared by:

SIGNED:



Alan Evans
Evolved IT Solutions Ltd



M: 07792 032153

T: 01403 756276

T: 01403 270144

E: alan.evans@evolveditsolutions.com

W: www.evolveditsolutions.com

If you have any questions relating to this document, or indeed if you think we can help in anyway at all with your query, please do not hesitate to contact me directly on alan.evans@evolveditsolutions.com

Series:	H&S	Series & Number	POL-H&S-12	Updated:	January 2014
Revision Number	V.02	Revision Date	TBC	Page 15 of 15	