

Purpose of Policy

1. Tobias James Developments takes health and safety issues seriously and is committed to protecting the health and safety of its staff and all those affected by its business activities and attending its premises. This Policy is intended to help the Employer achieve this by clarifying who is responsible for health and safety matters and what their responsibilities are.
2. This is a statement of policy only and does not form part of your contract of employment. This Policy may be amended at any time by the Employer at its absolute discretion. The Employer will review this policy at regular intervals to ensure that it is achieving its aims effectively.

Who is responsible for Workplace Health and Safety?

3. Achieving a healthy and safe workplace is a collective task shared between the employer and staff. This Policy and the rules contained in it apply to all staff of the Employer, irrespective of seniority, tenure, and working hours, including all employees, directors, consultants and contractors, casual or agency staff, and trainees. Specific responsibilities of staff are set out below.

Employer Responsibilities

The Employer is responsible for

- a. Taking responsible steps to safeguard the health and safety of staff, people affected by the employer's business activities, and people visiting its premises.
- b. Identifying health and safety risks and finding ways to manage or overcome them.
- c. Providing a safe and healthy place of work and safe entry and exit arrangements including during an emergency situation.
- d. Providing and maintaining safe work areas, equipment, and systems and, where necessary appropriate protective clothing.
- e. Providing safe arrangements for the use, handling, storage, and transport of articles and substances.
- f. Providing adequate information, instruction, training, and supervision to enable all staff to do their work safely, to avoid hazards, and to contribute positively to their own health and safety at work. The Employer will give you the opportunity to ask questions and advise who best to contact in respect if you are unsure about how to safely carry out work.
- g. Ensuring any health and safety representatives receive appropriate safety training for your role.
- h. Providing a health and safety induction and appropriate safety training to your role.
- i. Promoting effective communication and consultation between the employer and staff concerning health and safety matters.
- j. If an epidemic or pandemic alert is issued, provide instructions, arrangements, and advice to staff as the organisation of business operations and steps to be taken to minimise the risk of infection.
- k. Regularly monitoring and reviewing the management of health and safety at work, making necessary changes, and bringing those to the attention of all staff.
- l. Supporting staff mental health by, as appropriate.
 - Implementing workplace modifications to protect staff mental health and improve conditions for all staff.
 - Providing a less stressful work atmosphere by altering the workplace where necessary.
 - Allowing working from home where appropriate.

5. Overall responsibility for health and safety lies with Zoey Teal as the health and Safety Officer with day-to-day responsibility for health and safety matters.
6. Any Concerns about health and safety matters should be communicated to the health and safety officer.

Responsibilities of All Staff

7. All staff must:
 - a. Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
 - b. Co-operate with the Health and Safety Officer and Employer generally to enable compliance with health and safety duties and requirements.
 - c. Comply with any health and safety instructions and rules, including instructions on the safe use of equipment.
 - d. Keep health and safety issues in the front of their minds and take personal responsibility for the health and safety implications of their own acts and omissions.
 - e. Keep workplace tidy and hazard free.
- f. Report all health and safety concerns to the health and Safety Officer promptly, including any potential risks, hazards or malfunctioning of equipment, however minor or trivial they seem.
- g. Co-operate in Employers investigation of any incident or accident which either has led to injury or which, in the Employer's opinion, could have led to injury.

Staff responsibilities Relating to Equipment

8. All staff must:

- a. Use equipment as directed, following any instructions given by representatives of management or contained in any written operating manual or instructions for use, and adhering to any relevant training.
- b. Report any fault with, damage to, or concern about any equipment (including health and safety equipment) or its use to the Health and Safety Officer, who is responsible for the maintenance and safety of the equipment.
- c. Ensure that health and safety equipment is not interfered with.
- d. Not attempt to repair equipment unless suitably trained and authorised.

Staff Responsibilities Relating to Accidents and First Aid

9. All staff Must:

- a. Promptly report any accident at work involving personal injury, however trivial, to the Health and Safety Officer so that details can be recorded in the Accident Book. They must also cooperate with any associated investigation.
- b. Familiarise themselves with the details of first aid facilities and trained first aiders.
- c. If an accident occurs, dial 01274023898 and ask for the duty first aider, giving name and location and brief details of the problem.
- d. The Health and Safety officer is responsible for investigating any injuries or work related illnesses, preparing and keeping accident records, and submitting reports under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) where required.

Staff responsibilities Relating to Emergency Evaluation and Fire

10. All Staff Must:

- a. Familiarise themselves with the instructions about what to do if there is a fire.
- b. Ensure they are aware of the location of fire extinguishers; fire exists and alternative ways of leaving the building in an emergency.
- c. Comply with the instructions of fire wardens if there is a fire, suspected fire or fire alarm (or a practice drill for any of these scenarios).
- d. Co-operate in fire drills and take them seriously (ensuring that any visitors to the building do the same).
- e. Ensure fire exits or fire notices or emergency exit sign are not obstructed or hidden at any time.
- f. Notify Health and Safety Officer immediately of any circumstances (for example, Impaired mobility) which might hinder or delay evacuation in a fire. This will allow Health and Safety Officer to discuss personal evacuation plan, which will be shared with fire wardens and colleagues working near you.

11. On discovering a fire all staff must :

- a. Immediately trigger the nearest alarm and notify location of the fire.
- b. Attempt to tackle the fire ONLY if they have been trained or otherwise competent to do so.

12. On hearing the fire alarm, all staff must:

- a. Remain calm and immediately evacuate the building, walking quickly without running, following any instructions of the fire wardens.
- b. leave without stopping to collect personal belongings.
- c. Stay out of any lifts
- d. Remain out of the building until notified by fire warden that it's safe to re-enter.

13. The Health and Safety Officer is responsible for ensuring that fire risk assessments take place, that changes are made where required, and for making sure there are regular checks of fire extinguishers, fire alarms, escape routes, signage and emergency lighting.

Risk Assessments and Manual Handling

14. Risk assessments are essentially a careful examination of what in the workplace could cause harm to people. The Employer will assess any risks and consider measures to best minimise any risk. The Employer will carry out workplace risk assessments. Managers must ensure that any necessary risk assessments take place, and the resulting recommendations are implemented. The Health and Safety Officer is responsible for workplace risk assessments and measures to control risks.

15. Personal Protective Equipment (PPE) is provided where risk cannot be otherwise effectively controlled.

16. Guidance on manual handling can be obtained from the Health and safety officer and where necessary training will be provided by their Employer will try to minimise or avoid the need for manual handling where there is risk of injury.

Non-Compliance With Health and Safety Rules

17. Any breach of health and safety rules or failure to comply with this Policy will be taken very seriously and is likely to result in disciplinary action against the offender, in accordance with the Employer's disciplinary Policy, up to and including immediate dismissal.

Signature:



Date: 09.01.25

Name: Zoey Teal

Position: Company Secretary