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# **HEALTH, SAFETY AND WELFARE POLICY**

## **January 2020**

# Health, Safety & Welfare Policy Document

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# Section 1

## Lakes Showering Spaces

### Health, Safety & Welfare Policy

#### General Statement of Policy

Lakes Showering Spaces ("The Company") believes that high standards of health, safety and welfare management are an essential part of good business practice.

The Company recognises its responsibilities to all its employees (and also to others who might be affected by its activities) in accordance with The Health & Safety at Work etc Act 1974, The Management of Health & Safety at Work Regulations 1999 and other applicable legislation.

The Company will endeavour to conduct its operations, so far as is reasonably practicable, in a manner which recognises the health, safety and welfare needs of employees and / or other persons likely to be affected. In order to work towards this objective, the Company will focus on:

- a) a safe place of work and access / egress;
- b) a safe working environment and adequate welfare facilities;
- c) safe plant, equipment and vehicles;
- d) safe handling, storage, transport and maintenance of articles and substances used at work; and
- e) providing necessary information, instruction, training and supervision.

Furthermore, the involvement and support of our employees will be encouraged, as we believe this to be the most effective means for securing our Health, Safety & Welfare strategy.

The allocation of duties in this policy is set out in Section 3 and the detailed arrangements are in Section 4.

This policy will be reviewed as often as is necessary to ensure it keeps abreast of current legislation, continues the management of Health and Safety to help reduce accidents and promotes a Health and Safety culture etc.

**Signed:**

**Position:**  
**(Managing Director)**

**Date**

**Signed:**

**Position:**  
**(Operations Director)**

**Date**

## **Section 2**

# **Lakes Showering Spaces**

# **Health, Safety & Welfare Policy**

### **Objectives**

The objectives of this policy are:

- to promote high standards of health, safety and welfare within the Company and to comply with relevant statutory provisions;
- to promote a positive Health and Safety culture and encourage an attitude of responsibility and co-operation at all levels;
- to commit to the provision of adequate time and resources necessary to encourage the effective implementation of the Policy;
- to identify duties and delegate responsibility throughout the organisation;
- to create and maintain a safe and healthy place of work for all employees, contractors and visitors to our premises;
- to facilitate so far as is reasonably practicable the health, safety and welfare of persons not in our employment, but who could be adversely affected by our work activities;
- so far as is reasonably practicable, to provide employees at all levels with adequate instruction, training and supervision, that training to be repeated as often as considered necessary.

## Section 3

### Lakes Showering Spaces

### Health, Safety & Welfare Policy

#### Safety Organisation

It is deemed that no one in the company is in full possession of all material facts to deem them solely responsible for matters relating to Health and Safety. These responsibilities are diluted through the management organisation sufficient to reflect the nature of the activities associated with our operations.

The policy statement confirms the commitment of Lakes Showering Spaces to achieve, as far as is reasonably practicable, an acceptable level of safety within the Company.

Health and Safety responsibilities are as follows:

#### The Managing Director

So far as is reasonably practicable.

- a) To make available sufficient resources for the development, implementation, monitoring, update and adaptation of the company Health and Safety system.
- b) To give input into the system in areas of own expertise, so the system built is practical and may be followed in practice.
- c) To liaise and work with the Health and Safety consultant, other Directors and managers, employees etc. to continually improve Health and Safety within the Company.

To help to achieve this, the other Directors and Managers will also be responsible for the day to day management of Health and Safety in their areas of responsibility.

#### Directors

So far as is reasonably practicable.

- a) Liaise with the Managing Director, other managers and employees on matters relating to Health and Safety.

- b) Liaise with the Managing Director, other managers and the Company's appointed competent person, to make arrangements for employees to receive appropriate Health and Safety training for the work they undertake.
- c) Organise and chair safety committee meetings and ensure proceedings are minuted.
- d) Report to the enforcing authority any accidents and instances of ill health and dangerous occurrences which are notifiable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995).
- e) Provide adequate first aid resources in accordance with current legislation.
- f) Provide adequate time and resources to maintain satisfactory levels of Health and Safety.
- g) Liaise with the appropriate person to co-ordinate the activities of all contractors and sub-contractors working on our premises to ensure they are working safely and not to the detriment of other persons.
- h) The following notices are obtained and displayed:
  - signed copy of the Health and Safety policy;
  - employers' liability insurance certificate;
  - Health and Safety law poster.

And the following documents held:

- BI 510 Accident book;
- RIDDOR report forms.

### **Competent Person**

PIB Risk Management Limited are appointed as competent person for Lakes Showering Spaces and so far as reasonably practicable, they shall oversee and advise on the management of Health and Safety within Lakes Showering Spaces and will endeavour to build and sustain a culture in which Health and Safety considerations are prioritised. This is strictly an advisory role with all advice and recommendations confirmed in writing, through documents, emails and minutes.

- a) Report on Health and Safety matters to Lake Showering Spaces Directors at intervals as required.
- b) Act in a supportive role to the Management organisation.
- c) Help analyse and interpret relevant legislation and its impact upon the organisation.
- d) Advise on the possible strategies for compliance with such legislation.
- e) Develop and implement procedures to help achieve legal compliance.
- f) Provide support and advice on request to employees on matters relating to Health and Safety.

- g) Build a system whereby Lake Showering Spaces can audit its own Health and Safety performance subject to spot checks by nominated managers, directors, competent person or third party, to verify the quality of internal auditing.
- h) Provide and support Health and Safety training requirements.
- i) Prepare and implement Policy for effective accident / incident investigation to facilitate statutory compliance. Liaise with relevant enforcing authorities as necessary.
- j) Liaise with appropriate Insurance companies and their representatives where relevant.

### **Managers**

So far as is reasonably practicable.

- a) Report directly to the Board of Directors on matters relating to Health and Safety.
- b) Managers carry the day to day responsibility for implementing Health and Safety and will endeavour to maintain safe working practices in line with Company Health & Safety Policy and that any control measures, devices or items of PPE put into place shall be used at all times where applicable and not misused or interfered with.
- c) Endeavour to ensure that the risks associated with the work activities carried out within their area of responsibility are adequately assessed to the best of their ability and knowledge at that time, or seek further assistance / advice if not.
- d) Maintain acceptable standards of housekeeping.
- e) Make provision for adequate first aid facilities.
- f) See that Health and Safety information, instruction and training is provided and that no person undertakes any duty for which they have not received suitable and sufficient training to deem them competent to perform that duty.
- g) In the event that a concern is reported or identified, to take immediate action to remedy or isolate any hazardous situation or unsafe act in order to prevent an injury or dangerous occurrence as far as is reasonably practicable.
- h) Make appropriate arrangements for all accidents and dangerous occurrences to be reported clearly, accurately and promptly in accordance with the company procedure.
- i) Liaise with the Directors or seek other specialist advice as appropriate on issues which require further clarification or specialist knowledge on matters relating to Health and Safety.
- j) Endeavour to ensure that tools, plant, machinery and substances supplied for use, are used for their intended purpose, to their designed function and in compliance with any relevant legislation in a safe and proper manner.
- k) Investigate and report any damaged or defective tools, plant and equipment and ensure that repairs are effected prior to re-use.

- l) Report and initiate the company disciplinary procedure in the event of an employee interfering with equipment, signs or systems provided in the interest of Health & Safety.
- m) Attend safety committee meetings and ensure action points assigned to them are actioned.
- n) Provide the necessary resources for the communication of specific Health and Safety information to all employees as necessary.

### **Employees**

So far as is reasonably practicable as stated in the "safety policy statement" all employees have a duty to support the Health and Safety function.

- a) Comply with the Company Health and Safety Policy Statement and carry out all operations and work as trained and instructed.
- b) Not perform any work or use any machinery for which they are not suitably trained, authorised and deemed competent to use.
- c) Use equipment correctly, including any safety equipment or personal protective equipment provided.
- d) Report to their Manager any incident or defect to plant and equipment, which has led, or may lead, to danger, damage or injury.
- e) Co-operate with the Company in complying with Health and Safety legislation.
- f) Report injuries, accidents and near misses immediately to their Manager or appointed First Aid Personnel, where relevant.
- g) Ensure that anything provided in the interests of Health and Safety is not intentionally or recklessly interfered with or misused.
- h) Advise their Manager of any points they wish to be raised at the safety committee meeting.

**It should be noted that disciplinary action may be taken against employees who persistently and deliberately flout the requirements placed upon them by statutory provisions and Company Safety Rules.**

**IF YOU ARE IN ANY DOUBT ABOUT MATTERS RELATING TO YOUR OWN HEALTH AND SAFETY OR THAT OF YOUR COLLEAGUES OR OTHERS THEN SEEK CLARIFICATION FROM YOUR MANAGER. DO NOT IMPROVISE!**

### **Visitors to the Company**

- a) Where applicable, all visitors, contractors and temporary workers attending our sites will be expected to comply with our Health, Safety and Welfare policy, associated codes and rules and safe working procedures.
- b) With regard to work related activities, all visitors, contractors and temporary workers shall report to a nominated First Aider or member of management, any accident, incident or illness occurring to them whilst on site and prior to leaving our site.

## Section 4

### Lakes Showering Spaces

### Health, Safety & Welfare Policy

#### Arrangements for Health, Safety & Welfare

The Management of Health and Safety at Work Regulations 1999 require employers to establish appropriate arrangements for planning, controlling, monitoring and reviewing Health and Safety measures. These arrangements have been incorporated into the following section of the safety policy document.

#### **1. Induction and Training**

It is the Company's responsibility to inform, instruct, equip and train their employees such that they may carry out their duties in a safe and efficient manner.

New employees will be given induction training as soon as is reasonably practicable. Employees should only be given work which they are capable and competent to do safely.

Inexperienced employees or trainees must be afforded additional supervision based on specific risk assessments.

When young persons are employed, additional control measures need to be considered so as to compensate for their:

- a) lack of experience;
- b) absence of awareness of existing / potential risk;
- c) immaturity both physically and mentally.

Persons should be prohibited from doing work for which they have not been appropriately trained.

Specialist training is provided as required to meet compliance with legislation and as identified as per the training needs analysis.

If working on site, employees will follow all site rules and regulations as provided within the site specific Health and Safety induction.

## **2. Assessment of Risk**

The Company is responsible for the identification and assessment of risk in relation to Regulations made under the Act.

Risk assessments will be planned, organised and implemented by the Company's recognised competent persons, Sigersons Associates Limited, in conjunction with directors, management and employees.

Our aim once a potential risk has been identified is to implement control procedures, which seek to reduce that risk to as low as is reasonably practicable.

Our significant findings will be recorded in a manner which can be easily understood by those who may be affected and these findings will be brought to their attention by instruction, information or training.

Our assessment of risk will be subject to periodic review so as to ensure the adequacy and accuracy of the implemented control regime. Records will be kept in the Warehouse & Transport Manager's Office.

It is the policy of Lakes Showering Spaces to consider and address the risks to members of the public and other visitors when they enter our premises.

In order to do this Lakes Showering Spaces will, on an annual basis, check that all procedures for Health and Safety laid down in this document, all safe systems of working and procedures that the Company has adopted are fully complied with and that a person who is competent regarding Health and Safety law checks to ensure that foreseeable issues have not been overlooked.

## **3. Safe Systems of Work / Tool Box Talks**

Where applicable, 'safe systems of work', method statements and / or 'tool box talks' will be drafted in conjunction with our risk assessments in order to provide further guidance to those who may be affected by that work.

If a "written" safe system of work, method statement and / or tool box talk has not been implemented then the employee must use their experience and judgment when undertaking the work. If they are in doubt, they should refer the matter to their manager. Employees should feel free to ask for a specific written safe system of work and / or tool box talk if they have areas of concern.

## **4. Safety Committee Meetings**

A Safety Committee will be established with representation to reflect each of our activities.

Safety meetings will be held quarterly or more frequently where possible. Proceedings will be minuted and records kept. Action points will be assigned to individuals for corrective or other measures to be taken.

The purpose of auditing and reviewing Health, Safety & Welfare is to monitor the effectiveness of our policies and procedures and to seek out any weaknesses so that they can be remedied.

## **5. Plant and Equipment**

All equipment provided for use at work should meet a suitable standard for purposes of health, safety and welfare in terms of both integrity and suitability.

New equipment will be marked CE to demonstrate it meets a suitable standard of compliance. All equipment whether CE marked or not will be the subject of an initial risk assessment. All equipment should be suitably maintained so as to ensure safety to operators and others.

All work equipment will be risk assessed to ensure that the items meet the requirements of the Provision and Use of Work Equipment Regulations.

Where applicable a programme for examining and maintaining tools and equipment will be implemented.

Adequate instruction, information and training to enable the safe use of work equipment will be provided.

The use of work equipment which could pose special risks to the safety of persons in the workplace shall be restricted to persons trained in its use.

Employees should carry out visual checks of all tools and equipment before use and report defects. Damaged or defective tools / equipment which may affect the health and / or safety of any person should be withdrawn from service until such time as it is repaired / serviced or replaced.

Some equipment is required by regulation to be examined by a specialist competent person and certificated as safe to use. Specialist companies will be instructed to make such examinations in accordance with legislation.

## **6. Lifting Equipment**

A variety of lifting equipment is used throughout our operations, including forklift trucks and we as a company recognise our duties under relevant legislation to ensure that all items of equipment used for raising or lowering a load are subject to statutory examinations in accordance with a written scheme.

Only trained and authorised personnel will operate lifting equipment, with training records held detailing type of plant and limitation for operation.

## **7. Accident Prevention, Investigation and Reporting**

An accident book is provided and used to record all accidents. This should include accidents to members of the public, contractors and visitors to our premises.

All accidents will be investigated, initially to determine the basic facts, then and depending upon the severity, a more in-depth investigation will be conducted. Reports will be produced and where applicable statutory notifications made in accordance with RIDDOR.

Accidents and instances of ill health and dangerous occurrences which are notifiable under RIDDOR (*Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013*) will be reported to a Director for further reporting to the enforcing authority.

## **8. First Aid**

First aid boxes are located in all company buildings and offices. Provision of first aid is provided by the personnel as displayed in various locations throughout the site.

## **9. Manual Handling**

It is Company policy as far as is reasonably practicable, to avoid the need for employees to undertake manual handling operations at work which could involve the risk of injury.

Where this is not reasonably practical to achieve, a suitable and sufficient assessment will be made, and appropriate steps taken to reduce the risk of injury. The assessment will take into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.

If lifting operations can be avoided by using mechanical lifting equipment or changes in work practices, then this is preferable.

No person is to attempt to manually handle any item that is too heavy for them.

A program of manual handling training will be provided to all persons as identified from the manual handling risk assessments.

### **IF IN DOUBT, SEEK ASSISTANCE**

## **10. Electricity**

The Company is responsible for making arrangements to ensure that fixed electrical installations are safe. We will arrange for a competent person to undertake periodic inspections and testing in accordance with the current edition of the IEE Regulations.

We will make additional arrangements to ensure that mobile and portable electrical appliances are regularly examined. **In addition to these arrangements, you should each take the following precautions before using any electrical equipment:**

- a) Check for signs of damage to equipment, wires or cables. If you find any, do not use the equipment and report the matter immediately.
- b) Ensure that connection to a power supply is made correctly by means of a proper plug. Ensure that there is no evidence of damage or poor wiring to the

- plug. Ensure that the plug is properly connected to the power point. Do not overload the power point.
- c) Do not take chances with electricity. If in doubt about the equipment or circuitry, advise your supervisor and do not use the equipment until you have been assured of its fitness for use.
  - d) Keep the use of electrical extension cables to a minimum. Always use the least number and the shortest length. Cables should be laid and used in a tidy manner. After use coil them up and store them safely.
  - e) Never allow electrical cables or equipment to come into contact with water, other liquids, dust or corrosive conditions likely to impair insulation qualities or affect electrical integrity.
  - f) Never on any account attempt to use defective electrical equipment.
  - g) Do not attempt repairs to any electrical items; report any faults to a Director.

**Remember carelessly laid cables may create a tripping hazard which could result in an accident or injury.**

**Defective electrical equipment should not be used.**

## **11. Workplace Safety and Welfare**

Consideration will be given to:

- a) heating;
- b) lighting;
- c) temperature;
- d) washroom facilities;
- e) toilet facilities
- f) falls or falling objects;
- g) organisation of traffic routes etc.

It is the responsibility of all employees to ensure that all working areas, offices, stores and plant / site areas are kept in the tidiest and therefore the safest condition possible and that all waste materials are disposed of in the appropriate containers provided.

## **12. Fire**

The Company has a responsibility to assess the risk of fire and to implement control procedures so as to minimise that risk.

Portable firefighting appliances, emergency lighting and other equipment provided for this purpose will be maintained on an annual basis and where applicable, employees will be trained in their use.

The Company will endeavour to carry out fire evacuation practices at agreed intervals and in accordance with any specific site rules and regulations and a record will be kept in the Fire Log Book.

Fire evacuation procedures / action plans will be prominently displayed.

The fire risk assessment will identify the roles and responsibilities of the Fire, Health, Safety and Security representatives.

### **13. Personal Protective Equipment (PPE)**

The Company's policy is to assess the requirements for PPE where necessary, ensure that suitable provisions are made and that they are used for their intended function and maintained in a serviceable condition. Guidance will be provided to our employees on when and how to wear / use PPE.

Contractors are to provide their own PPE which should be of an equal or higher standard to our own.

Each person is responsible for their own health, safety and welfare and this includes the need to wear items of PPE as instructed. Disciplinary action may be taken against those who repeatedly ignore these instructions.

Reference should be made to any relevant PPE risk assessment and associated documentation.

### **14. Display Screen Equipment**

It is the Company's policy to conduct risk assessments of Display Screen Equipment (DSE) workstations.

Our aim is to reduce the risk to as low as is reasonably practicable.

Eyesight tests will be provided for DSE users upon request.

### **15. Waste Control and Environmental Care**

Environmental legislation requires the Company to dispose of all wastes in a controlled manner. All waste will initially be properly stored on site and contracts will be established to ensure that all waste is appropriately disposed of by suitably licensed contractors.

Transfer notes will be kept for a minimum of 2 years.

### **16. Control of Substances Hazardous to Health (COSHH)**

The Company will make arrangements for the assessment of hazardous substances which are classified as being potentially hazardous to health where employees could be exposed.

Arrangements will be made to record these assessments. A hierarchy of control will then be implemented in the following manner:

- a) the most harmful substances are substituted (wherever possible) for less harmful types;

- b) where harmful substances cannot be eliminated then working practices are employed to reduce the level of risk;
- c) training and information regarding substances is given to users and others and work instructions issued as necessary;
- d) PPE is provided where the preceding measures are unable to control the hazard.

Monitoring and review of substances and measurement of mechanical controls will be carried out as appropriate.

Disposal of substances should be carried out in accordance with Material Safety Data Sheet instructions.

#### **17. Visitors, Contractors and Temporary Workers**

With regard to workplace activities, where applicable all visitors, contractors and temporary workers attending our premises will be expected to comply with our health, safety and welfare policy and associated rules and procedures.

The duty to ensure that these are brought to their attention rests with the person responsible for the visitor, contractor or temporary employee.

A system to vet all contractors coming onto our premises will be established to ensure all contractors comply with Health and Safety legislation.

#### **18. Inspections, Audits and Reviews**

Mike Francis and Stuart McGhee, along with PIB Risk Management will undertake safety audits of the premises from time to time. Reports will be written with details of corrective or other measures to be taken.

The purpose of auditing and reviewing health, safety and welfare is to monitor the effectiveness of our policies and procedures and to seek out any weaknesses so they may be remedied.

#### **19. Reporting of Health and Safety Defects**

Should an employee have any concerns over or observe any deficiencies in the Health and Safety arrangements at their place of work they are to report it to their immediate supervisor or manager.

The supervisor or manager will resolve the matter as soon as reasonably practicable. If the matter cannot be satisfactorily resolved the supervisor or manager will liaise with the Directors for clarification.

#### **20. Work Away**

All employees should comply with the Company's instructions with regard to the wearing of PPE, use of equipment, driving of vehicles, contractor site rules and regulations, safe working practices etc.

Employees should respect the property of the customer and / or any other contractor on site, keep the customer safe at all times and are reminded that whilst working they respect the interest of the Company.

## **21. Mobile Phones**

Employees are not permitted to use hand held mobile phones while driving plant and equipment or operating plant and equipment on site or driving vehicles on the public highway etc.

**All site rules and regulations controlling the use of mobile phones must be observed**

## **22. Vehicles**

Only suitably licensed / authorised persons are allowed to drive vehicles and licenses are checked at agreed intervals by a nominated person. Employees are reminded that they need to declare any prosecutions or those pending that may affect eligibility to drive Company vehicles.

All vehicles provided for use at work must meet a suitable standard for purposes of health, safety and welfare in terms of both integrity and suitability.

Drivers are asked to complete safety checks and report defects. Vehicles are serviced and maintained according to the manufacturers' recommendations.

Drivers under or who appear to be under the influence of alcohol or drugs are not allowed to drive company vehicles.

Employees are instructed to report to their supervisor immediately any illness or injury that could affect their driving capability and will be prevented from driving the vehicle until further investigations have been undertaken and they have been given the all clear by their supervisor to drive again.

All persons using company vehicles must adhere to the Company Vehicle Policy.

## **23. Alcohol / Drugs**

The consumption of alcohol before and during working hours is strictly prohibited. Anyone known to be under the influence of alcohol and / or drugs will not be allowed to carry out work while in that condition. Persons found to be displaying symptoms of alcohol or drug abuse will be subject to immediate dismissal.

Our written alcohol / drugs policy will be communicated to all employees as part of their contract of employment.

## **24. Consultation and Communication**

Consultation of health, safety and environmental matters are facilitated through the Company safety committee and by co-operation and co-ordination of information etc. with respective clients and third parties for any site work i.e. through site safety meetings etc.

Statutory notices and safety signage will be reviewed to maintain compliance with legislation and promote a positive Health and Safety culture.

## **25. Asbestos**

Clear information and instructions will be communicated to all employees concerning the management and control of asbestos. It is not envisaged that our employees will be exposed to asbestos in their normal working environment.

## **26. Construction Work / CDM Regulations**

Where construction or demolition work is to be carried out the Company will endeavour to discharge their responsibilities by appointing trained persons to ensure that regulated requirements are complied with.

## **27. Work at Height**

Many accidents result from falls from height and are usually serious. Work at height includes work at any height or working above an opening. It is essential that work at height is assessed, avoided where possible and where it cannot be avoided, fall prevention and fall minimisation measures are put in place. All equipment used is:

- a) the right equipment for the job;
- b) within its certification date;
- c) installed properly;
- d) checked before use;
- e) maintained in good condition;
- f) not abused by anyone;
- g) never altered or added to without advice.

If an employee is required to work at height and is not satisfied with the equipment provided they must report the fact to their manager or a Director immediately.

## **28. Contractors**

Contractors will only be used if the Company has approved them. This approval requires the following conditions to be met:

- a) Acceptance of our Health and Safety policy and rules.
- b) Suitable and sufficient method statement(s) have been agreed.
- c) Proof of adequate liability insurance has been provided.
- d) The contractor has shown proof of having a suitable and sufficient Health and Safety policy.

- e) The contractor has shown proof of having suitable and sufficient Risk Assessments etc. appropriate to the tasks to be undertaken.

It is the responsibility of the contractor / sub-contractor to ensure that their employees adhere to, and co-operate with legislative and Company rules whilst working on our behalf. It is also their responsibility to ensure that the health, safety and welfare of our employees, customers and members of the public are not put at risk from their work activities and practices. Where contractors are to carry out work on site they will be asked to provide evidence of Health and Safety compliance by producing method statements, risk assessments or similar documentation.

Their activities on site will be monitored by a Manager or the Managing Director.

### **29. Violence**

We are a responsible employer that takes its duties under the Health and Safety at Work Act seriously. We recognise that both violence at work and threatening behaviour are unacceptable and will take the appropriate steps where required to address the problem.

### **30. Lone Working**

Should lone working take place we will formulate a separate policy and risk assessments.

### **31. Equalities Act**

The Company recognises its duty of care under the Equalities Act and will discharge its responsibilities accordingly.

Should we employ a registered disabled person a suitable management system will be implemented.

### **32. Smoking**

The Company operates a smoking policy in line with the Regulations. Smoking will not be permitted anywhere in the buildings, with a designated smoking area provided. When working away from the premises employees must follow the policy appropriate to their location of work.

Employees and non-employees are required to comply with the Company policy. Any abuse of this policy will be dealt with under the Company's disciplinary procedures.

### **33. Stress**

Stress is a normal consequence of life and some people are more susceptible than others, employed or not, and irrespective of the nature of their employment.

It is often difficult to identify whether stress is work-related. Someone who is suffering from the effects of stress may first become aware because of their reduced

effectiveness in the workplace. This does not mean that stress is work-related, but it could be.

We will, as far as is reasonably practicable, identify workplace stressors and conduct a risk assessment to reduce stress or control the risks from stress. We will take into account the needs of the individuals when designing jobs, building management structures and setting staffing levels. Where appropriate, we will consider making adjustments to a person's job and / or working environment. We will consult / communicate with employees on proposed action relating to the prevention of workplace stress.

Despite our best efforts, it is likely that some staff may suffer the effects of stress at times. Irrespective of whether that stress is work related, we aim to help employees to identify, manage and reduce stress where possible.

We will not tolerate bullying, harassment or discrimination.

We reserve the right to contact employees who are absent, sick at home and / or on their return to the workplace. We need to identify stress where it is a feature in order that we can help to reduce future sickness absence and to minimise staff turnover.

Further information is available in our written Stress policy which will be communicated to all employees.

#### **34. Conduct**

Disciplinary action may be taken against employees who persistently or deliberately breach the Company health, safety and welfare rules. Such conduct as:

- horseplay;
- misuse of plant and equipment;
- interference with plant and equipment

#### **35. New and Expectant Mothers at Work**

As an employer we have a legal duty under the Management of Health and Safety at Work Regulations 1999 to assess the workplace risks for all our employees, and take practical action to control those risks.

Once the employee has informed us in writing that she is pregnant we are required to carry out a specific risk assessment.

The formal definition of a new or expectant mother is

- someone who is pregnant;
- has given birth within the previous six months or is breastfeeding.

#### **36. Understanding**

**Should anyone fail to understand any of their imposed duties as described within this health, safety and welfare policy, then they should seek clarification / guidance from the Managing Director or respective Manager.**

**If in doubt ask!**