

## **About this policy**

We are committed to ensuring the health and safety of staff and anyone affected by our business activities, and to providing a safe and suitable environment for all those attending our premises.

This policy sets out our arrangements in relation to:

- assessment and control of health and safety risks arising from work activities;
- preventing accidents and work-related ill health;
- consultation with employees on matters affecting their health and safety;
- provision and maintenance of a safe workplace and equipment;
- information, instruction, training and supervision in safe working methods and procedures;
- emergency procedures in cases of fire or other major incident.

This policy covers all employees, officers, consultants, contractors, volunteers, interns, casual workers and agency workers.

This policy does not form part of any employee's contract of employment and we may amend it at any time. We will continue to review this policy to ensure it is achieving its aims.

## **Responsibility for health and safety matters**

Our board of directors (the board) has overall responsibility for health and safety and the operation of this policy. The QA Manager is the Principal Health and Safety Officer with day-to-day responsibility for health and safety matters.

## **Your responsibilities**

All staff share responsibility for achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment. You should report any health and safety concerns immediately to your Manager/Director or the Health and Safety Officer.

You must co-operate with Managers/Directors on health and safety matters, including the investigation of any incident.

Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

## **Training**

We will ensure that you are given adequate training and supervision to perform your work competently and safely. Staff will be given a health and safety induction and provided with appropriate safety training, which may include manual handling, control of substances hazardous to health (COSHH), working at height, asbestos awareness, gas safety, electrical safety and the use of personal protective equipment (PPE).

## **Equipment**

You must use equipment in accordance with any instructions given to you. Any equipment fault or damage must immediately be reported to your Manager/Director.

No member of staff should attempt to repair equipment unless trained to do so.

To ensure that all work equipment provided is fit for purpose and that all necessary inspection and maintenance records are kept up to date, we will:

- identify all work equipment that we currently use in our activities
- provide information, instruction, training and supervision on the safe use of work equipment
- ensure machinery and equipment are maintained in a safe condition
- carry out inspections periodically and record the results, where appropriate
- ensure there is a clear procedure for the reporting of defects, faults and incidents
- ensure that risks created by the use of the equipment are, by using the appropriate measures, eliminated or controlled, where practicable
- review this policy at least annually, or more frequently if significant changes occur.

To fulfil our responsibilities as outlined above, we will:

- ensure existing or new equipment is clearly labelled with Conformity marking (Conformité Européenne (French for European Conformity and/or UKCA), where appropriate.
- install equipment and ensure that it is located and used so as to minimise the risk to operators and others
- identify all the equipment available for use
- assess the risks created from the use of work equipment and eliminate or control them, where practicable
- develop safe systems of work
- provide the necessary information, instruction and training for employees who use work equipment and, where necessary, appoint them in writing
- ensure that all work equipment provided is regularly maintained and tested under statutory requirements or manufacturers' instructions, where applicable, using competent contractors where necessary
- communicate to all employees instructions for the reporting of defects and faults and ensure that they are adhered to and that any faulty equipment is removed from use and replaced as soon as possible
- periodically assess accident records to identify any trends in work equipment accidents and ensure that serious injuries are appropriately reported.

### **Control of substances hazardous to health**

Some substances present, or used, in the workplace may be hazardous to health: these include chemicals, fumes, dusts and bacteria. Repeated exposure to hazardous substances can be linked to serious diseases that may take years to develop.

Exposure to substances hazardous to health may be from contact with the skin or eyes, breathing in or swallowing. Punctured skin may also be a route for the substance into the body. Ill health can be prevented by introducing control measures to limit exposure. These measures should be checked periodically, to ensure that they remain effective.

To ensure that exposure to hazardous substances is prevented or adequately controlled, we will:

- assess the risks from hazardous substances used or produced within the workplace
- introduce measures to ensure that exposure levels are kept to a minimum
- provide information, instruction and training for employees whose activities involve the use of, or exposure to, hazardous substances
- inform employees of risks to their health from hazardous substances
- review this policy at least annually, or more frequently if significant changes occur.

To fulfil our responsibilities as outlined above, we will:

- create a register of hazardous substances used or produced in any process (including closed systems)
- use safety data sheets (SDS) to identify risk-control measures
- carry out specific risk assessments for all hazardous substances and relevant processes
- issue personal protective equipment where no other appropriate control measures are satisfactory
- carry out health surveillance or health monitoring, if appropriate
- ensure that no eating or drinking takes place near the areas where the hazardous substances are found
- provide information, instruction and training for employees whose activities involve the use of, or exposure to, hazardous substances

**Accidents and first aid**

Details of first aid facilities and the names of trained first aiders are displayed on the notice boards.

All accidents and injuries at work, however minor, should be reported to the Director and recorded in the Accident Book which is kept in the Directors' office.

The QA Manager is responsible for investigating any injuries or work-related disease, preparing and keeping accident records, and for submitting reports to the relevant authorities if required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

**National health alerts**

In the event of an epidemic or pandemic alert we will organise our business operations and provide advice on steps to be taken by staff, in accordance with official guidance, to reduce the risk of infection at work as far as possible. Any questions should be referred to your line Manager/Director or the Company QA Manager.

It is important for the health and safety of all our staff that you comply with instructions issued in these circumstances.

**Fire safety**

All staff should familiarise themselves with the fire safety instructions, which are displayed on notice boards and near fire exits in the workplace.

If you hear a fire alarm, leave the building immediately by the nearest fire exit and go to the fire assembly point shown on the fire safety notices. Do not stop to collect belongings. Fire wardens will assist in the evacuation of the building and you must follow their instructions. Do not re-enter the building until told to do so.

If you discover a fire do not attempt to tackle it unless it is safe and you have been trained or feel competent to do so. You should operate the nearest fire alarm and, if you have sufficient time, call reception and report the location of the fire.

Nominated individuals will be trained in the correct use of fire extinguishers.

You should notify your Manager/Director if there is anything (for example, impaired mobility) that might impede your evacuation in the event of a fire. A personal evacuation plan will be drawn up and brought to the attention of the relevant fire wardens and colleagues working in your vicinity.

Fire drills will be held periodically and must be taken seriously.

The QA Manager together with the Director is responsible for ensuring fire risk assessments are undertaken and implemented, and for ensuring regular checks of fire extinguishers, fire alarms, escape routes and emergency lighting.

**Risk assessments and measures to control risk**

We carry out general workplace risk assessments periodically. The purpose is to assess the risks to health and safety of employees, visitors and other third parties as a result of our activities, and to identify any measures that need to be taken to control those risks.

Measures will be taken to avoid or reduce the need to lift or carry items which could cause injury (manual handling) and to provide training on manual handling as necessary.

The use of hazardous substances at work will be avoided wherever possible and less hazardous alternatives will be used where available. Training on the control of substances hazardous to health (COSHH) will be provided as necessary.

Personal protective equipment (PPE) is provided where there are risks that cannot be adequately controlled by other means.

The QA Manager is responsible for workplace risk assessments and any measures to control risks.

### **Computers and display screen equipment**

If you use a computer screen or other display screen equipment (DSE) habitually as a significant part of your work:

- You should try to organise your activity so that you take frequent short breaks from looking at the screen.
- You are entitled to a workstation assessment.
- You are entitled to an eyesight test by an optician at our expense.

You should contact your manager to request a workstation assessment or an eye test. Eye tests should be repeated at regular intervals as advised by the optician, usually every two years. However, if you develop eye problems which may be caused by DSE work (such as headaches, eyestrain, or difficulty focusing) you can request a further eye test at any time.

We will not normally pay for glasses or contact lenses, unless your vision cannot be corrected by normal glasses or contact lenses and you need special glasses designed for the display screen distance. In such cases we will pay the cost of basic corrective appliances only.

Further information on the use of DSE can also be obtained from your Manager/Director upon request.

This policy will be reviewed at regular planned intervals to ensure ongoing suitability.

SIGNED:



DATE: 13th March 2026

Dean G Cook - BAPP Group of Companies Chairman