

Purpose of this policy

Rolaar limited 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 those responsibilities are.

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

Achieving a safe and health 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 or working hours, including all employees, directors and shareholders, consultants and contractors or homebased staff. Specific responsibilities of staff are set out in the section headed "Responsibilities of all staff" below.

Employers Responsibilities

The employer is responsible for:

- a. Taking reasonable steps to safeguard the health and safety of staff, people affected by the employers business activities and of 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 working 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 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 of those questions, if you are unsure how to safely carry out your work;
- g. Ensuring any health and safety representatives receive appropriate training to carry out their functions effectively;
- h. Providing a health and safety induction and appropriate safety to your role including: iosh managing safely
- i. Promoting effective communication and consultation between employer and staff concerning health and safety matters and will consult with staff directly relating to health and safety;

- j. If an epidemic or pandemic alert is issued, providing instructions, arrangements and advice to staff as to the organisation of business operations and steps to be taken to minimise the risk of infection and regularly monitoring and reviewing the management of health and safety at work, making any necessary changes and bringing those to the attention of all staff;
- k. Grant Young has overall responsibility for health and safety and has appointed the Quality manager as the principal health and safety officer with day to day responsibility for health and safety matters;
- l. Any concerns about health and safety matters should be notified to the principal officer

Responsibilities of all staff

General staff responsibilities. 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 principal health and safety officer and the 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 omissions.
- e. Keep the workplace tidy and hazard free;
- f. Report all health and safety concerns to the principal health and safety officer promptly, including any potential risk, hazard or malfunction of equipment, however minor or trivial it may seem, and co-operate in the employers investigation of any incident or accident which either has led to injury or which could of led to injury, in the employers opinion;
- g. Use equipment as directed by any instructions given by any representatives of management or contained in any written operation manual or instructions for use or in any relevant training;
- h. Report any fault with, damage to or concern about any equipment (including health and safety equipment) or its use to the principal health and safety officer, who is responsible for maintenance and safety of equipment;
- i. Ensure that health and safety equipment it not interfered with and do not attempt to repair equipment unless suitably trained and authorised;
- j. Promptly report any accident at work involving personal injury, however trivial, to the principal health and safety officer;
- k. If an accident occurs dial 07557647331 and ask for the duty first aider, giving name, location and brief details of the problem;
- l. The principal health and safety officer is responsible for investigating any injuries or work related disease, preparing and keeping accident records and for submitting reports under

“reporting of injuries, disease and dangerous occurrences regulations 2013” RIDDOR, where required.

- m. If an epidemic or pandemic alert is issued, all staff must comply and co-operate with all instructions, arrangements and advice issued by the employer as to the organisation of business operations and steps to be taken by staff to minimise the risk of infection. Any questions should be referred to the principal health and safety officer;
- n. Familiarise themselves with the instructions about what to do if there is a fire which are available from the principal health and safety officer;
- o. Ensure they are aware of the location of the fire extinguishers, fire exits and alternative ways of leaving the building in an emergency;
- p. 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);
- q. Co-operate in fire drills and take them seriously (ensuring that any visitors to the building do the same), fire drills will be held at least once every 12 months;
- r. Ensure that fire exits or fire notices or emergency exit signs are not obstructed or hidden at any time;
- s. Notify the principal health and safety officer immediately of any circumstances (for example, impaired mobility) which might hinder or delay evacuation in a fire. This will allow the principal health and safety officer to discuss a personal evacuation plan for you, which will be shared with the colleagues working near you
- t. On discovering a fire all staff must: immediately trigger the nearest alarm and if time permits notify reception of the location of the fire;
- u. Only attempt to tackle the fire if they have been trained or otherwise felt confident to do so;
- v. Remain calm and immediately evacuate the building, walking quickly without running, following any instructions given by signage
- w. Leave without stopping to gather personal belongings
- x. Stay out of any lifts and remain outside the building until notified that it is safe to re-enter
- y. The principal health and safety officer is responsible for ensuring fire risk assessments take place and changes made where required, and for making sure there are regular checks of fire extinguishers, fire alarms, escape routes, signage and emergency lighting.

Risk assessments, display screen equipment and manual handling

Risk assessments are simply 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 general workplace risk assessments when required or as reasonably requested by staff. Managers must ensure that any necessary risk assessments take place and the resulting recommendations are implemented. The principal health and safety officer is responsible for workplace risk assessments and any measures to control risks.

Rolaar Limited Health and Safety Policy

Staff who use a computer for prolonged periods of time should try, where possible to organise short breaks every few hours away from the computer screen but may request a work station assessment and/or an eye test by an optician by contacting the principal health and safety officer. They will then provide you with more details and make arrangements if you would like to proceed. Guidance on the use of display screen equipment can also be obtained.

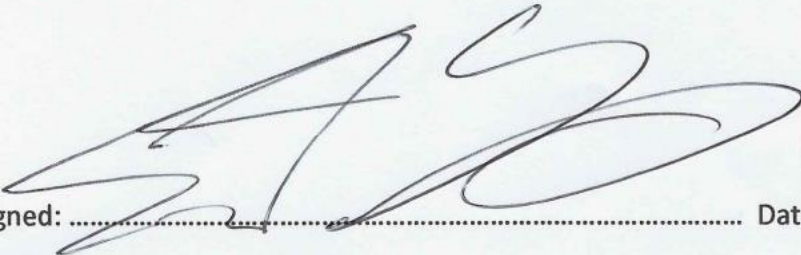
Guidance on manual handling (for example lifting and carrying heavy objects) can be obtained from the principal health and safety officer and where necessary training will be provided by the employer, but the employer will try to minimise or avoid the need for manual handling where there is a risk of injury.

Non-compliance with health and safety rules

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 employers disciplinary policy, up to and including instant dismissal.

This policy will be reviewed for suitability at the Management review meeting. Topics of discussion for the review are provided from analysis of reported accidents, internal audits and feedback from employees.

Subject to review, monitoring and revision by:


Signed: Date: 01/01/2022

For and on behalf of Rolaar Ltd