



POLICY AND PROCEDURES MANUAL

SUBJECT: HEALTH AND SAFETY POLICY

INTRODUCTION: The Legal Framework

The Health and Safety at Work Act (1974) requires every employer to provide a written statement of its responsibilities and general policy. The Act imposes a duty on all employers to ensure, so far as is reasonably practicable, the health, safety and welfare at work of their employee. All employers must;

- Provide and maintain systems of work which are safe and without risks to health
- Provide health and safety training to employees, including first aid and fire evacuation arrangements
- Ensure the health and safety of employees' working environment, heating, lighting, ventilation, noise
- Ensure that non-employees are not exposed to risks as a result of workplace activities
- Provide free of charge to employees, anything necessary, or required by law, in the interests of health and safety at work.

Management of Health and Safety at Work Regulations 1992 states that employers must;

- Assess the risks to the health and safety of employees and of anyone else who may be affected by the work activity and to identify the necessary preventative and protective measures. Employers with 5 or more employees have to record the significant findings of the assessment
- Make arrangements for putting into practice the health and safety measures that follow from the risk assessment. These should cover the planning, organisation, control, monitoring and review of the management of health and safety. Arrangements must be recorded.
- Provide appropriate health surveillance for employees where the risk assessment shows it to be necessary.
- Appoint competent people (inside or outside organisation) to devise and apply the measures needed to comply with the duties of health and safety law
- Set up emergency procedures
- Provide employees with information they can understand about health and safety matters
- Co-operate with other employees sharing the work site
- Make sure that employees have adequate health and safety training and are capable enough at their jobs to avoid risks
- Provide temporary workers with some particular health and safety information to meet special needs.

1.0 Policy Statement

1.1 ADC Technology Training Limited is committed to providing a safe and healthy working environment for all its employees and regards Health and Safety as a matter of the utmost importance. ADC Technology Training Limited will therefore:

- a) provide and maintain a safe and healthy working environment within the statutory requirements
- b) provide instruction, training and all available information necessary to enable employees to undertake their duties safely
- c) provide a safe, hazard-free environment for all visitors and non-employees
- d) make arrangements to ensure safety and absence of risk in the use, handling, storage and transport of substances
- e) monitor accidents, implement fire prevention procedures and other safety measures
- f) delegate the implementation of the policy to appropriate managers
- g) appoint identified people at each work site with specific responsibilities for the promotion of health and safety within the offices. All employees should know who these people are and who stands in during absence
- h) reduce health and safety hazards by identification and removal and by forward planning to prevent any future hazards arising.

2.0 Scope

2.1 This document is predicated on the concept that Employees are required to accept responsibility for the implementation of the policy in so far as it affects their working environment. Under the Act, it is the duty of all employees to take reasonable care to avoid injury to themselves and others by their work activity, to report hazards and to co-operate in meeting statutory requirements and attending any relevant training provided. This is a legal obligation and prescribed work methods or safety procedures must be followed.

**A FULL COPY OF THIS POLICY MAY BE OBTAINED
FROM THE CENTRE MANAGER.**