

## Health and Safety Policy

### **General statement**

**The Means LLP** is committed to ensuring, as far as reasonably practicable, a safe and healthy working environment exists at its offices and for providing safe equipment and procedures for all its employees and visitors. **The Means LLP** also recognises its responsibility to consider the health and safety of contractors and any other person whose health and safety may be affected by the activities of the Company.

The effective management of health and safety has equal status with any other managerial responsibility. There is also a legal and moral responsibility on all employees to safeguard their own health and safety and to co-operate with the Company by following established procedures. Employees should bring to the Company's attention any health and safety issues of which they are aware.

It is the intention of the Senior Partner that the established health and safety policies and procedures issued by the Company will be followed by all employees. The aim is to ensure that health and safety becomes an integral part of the working practices of every employee.

This policy will be reviewed regularly and revised where necessary to ensure it continues to promote and maintain high standards of health and safety.

### **Organisation and responsibilities**

#### **Manager**

He/she will:

- ensure that all accidents, dangerous occurrences, diseases, near misses and property damage are reported, that their cause is investigated, and that all reasonably practicable steps have been taken to prevent their re-occurrence;
- ensure the maintenance and repair of equipment is carried out as appropriate, by a competent person, in accordance with Company procedures;
- ensure that adequate first aid provisions are made in accordance with the statutory requirements;
- [be available to health and safety representatives to discuss and attempt to resolve the health and safety issues not resolved through established arrangements;]
- ensure effective arrangements are in force to facilitate the evacuation of buildings in case of fire or other emergencies and that fire fighting equipment is readily available and properly maintained;
- report accident data and safety performance to the Senior Partner on a regular basis; and

- ensure all sites, buildings, services and equipment are suitable and are maintained in accordance with health and safety regulations and best practice.

### **Senior Partner**

He will ensure that all employees, including new employees receive adequate health and safety information, instruction and training to enable them to work without undue risk to themselves or others.

### **Managers**

They will undertake regular health and safety inspections of their area of responsibility and will report any issues to the relevant authority. Managers are also responsible for ensuring that their staff know the Company's health and safety policy and that they know what to do in an emergency situation. They should ensure that the Company's health and safety policies and procedures are followed within their area of responsibility and that all accidents, near misses and other incidents of concern are reported to the Senior Partner.

### **Employees**

Employees should be familiar with the Company's health and safety policy and observe all safety instructions and notices. In addition employees should report all accidents, near misses and other incidents of concern to their manager. Employees must not engage in unsafe practices or 'horseplay' while on Company premises or business. Employees must use designated Company equipment for all tasks undertaken at work.

Every employee has a responsibility to ensure that their working practices are safe and that their actions or activities do not cause harm or injury to others.

### **Emergency procedures**

All employees must ensure that they are familiar with the emergency procedures and the evacuation drill that apply to their site. The emergency procedures for the Company's office are as follows:

#### *Fire safety*

The building is equipped with an alarm system activated either by automatic fire detection sensors or manually operated alarm call points. Fire extinguishers are provided at specific locations. The offices have a no smoking policy which means you may not smoke anywhere in the building.

Every employee will be provided with training on the following emergency procedures, this will be refreshed every 12 months.

#### *Fire Drill*

If you discover a fire:



- operate the nearest alarm call point;
- if it is SAFE and only if you have been trained to do so, attack the fire with the nearest appropriate fire extinguisher;
- ALWAYS make sure you have a safe route to escape before you attempt to extinguish a fire;
- if the fire is not safe to attack close any available door behind you, leave the building by the nearest available exit and proceed to the meeting point at: forecourt and Car Park
- inform a fire officer or fire warden at the earliest opportunity.

#### *Evacuation Drill*

On hearing the fire alarm you should:

- leave the building by the nearest available exit and proceed to the meeting point at: forecourt and Car Park;
- do not stop to collect personal belongings, do not shut down your PC and do not use the lifts;
- always follow instructions given to you by fire wardens;
- remain at the meeting point until you have been instructed to return to the building; and
- Take care when crossing busy roads.

#### **Fire prevention**

The following measures should be taken to reduce the risk of fire:

- do not smoke in the building;
- flammable liquids such as petrol, lighter fuel etc. should not be brought into or stored on any of the Company's premises;
- personal electrical equipment should not be used at work;
- all waste materials should be placed in waste bins provided and desks should be left clear at night;
- flammable substances such as aerosols and some cleaning products should be kept in metal cabinets;
- computers should be switched off at night;
- report any defects to electrical equipment;
- do not prop or wedge open fire doors.

#### *Fire extinguishers*

The offices are equipped with the following fire extinguishers:

- water; and
- carbon dioxide.

Water extinguishers may be used on fires involving wood, paper and fabric only.

Carbon dioxide extinguishers may be used on fires involving electrical equipment, flammable liquids



and gases. Where possible turn off the power or gas supply.

### **Accident and ill health reporting**

All employees are required to ensure that all accidents, incidents and near misses are reported to the senior partner, who should then ensure that the appropriate reporting documentation (i.e. the Accident Book) is completed.

The accident book for the office is located at front / main desk.

### **Control of Working Time**

The Company is committed to the principles of the Working Time Regulations 1998. Unless otherwise stated in your contract of employment (in which case you will be asked to sign an opt-out of the 48 hour working week), you are not expected to work more than 48 hours per week (including overtime either paid or unpaid) unless there are exceptional circumstances. Similarly all other requirements of the Regulations e.g. in relation to breaks, night workers etc. will be complied with.

### **Equipment and Electrical Testing**

The Company will ensure that testing, inspection and maintenance of equipment is carried out in line with the Electricity at Work Regulations 1989.

Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user. Equipment found to be beyond economic repair will be removed and disposed of appropriately. Replacement equipment will be supplied where required.

Anyone using electrical equipment brought into Company premises from other sources, e.g. on loan must ensure it has the appropriate test certificate and is formally visually inspected for deterioration or damage. Appliances that have no test certificate may not be used.

To protect your safety when using electrical equipment you should do the following:

- never touch, operate or plug in electrical equipment with wet hands;
- do not allow flexes or cables to trail across the floor;
- do not attempt to carry out any repairs or maintenance to electrical equipment including changing plugs;
- always turn off electrical equipment at the end of the day; and
- do not place plants or drinks on electrical equipment.

### **Manual handling**

If any employee engages in manual handling tasks they must do so using the correct technique. If employees are unsure of the correct technique they should ask their manager for advice or

instruction. Full training will be given on this during Company induction.

### **Work stations**

Employees will be provided with a work station suitable for the work they will undertake. Chairs should be adjusted to a comfortable height so that legs are at right angles to the floor and feet should be flat on the floor. Key boards and display screens should be placed in a position where they are comfortable to operate.

#### *Operation*

Employees should avoid working for long periods in front of a display screen. Work should be varied throughout the day; however, where this is not possible short breaks away from the screen should be taken.

#### *Eyesight testing*

Where employees use display screen equipment habitually they are entitled to a periodic eyesight test at Company expense. The employee should arrange a test with an optician of their choice. The Company will pay for the eyesight test and this should be claimed back by the employee following the Company expenses policy. Claims may only be made if supported by a receipt. Please contact your manager for details.

### **Control of substances hazardous to health regulations (COSHH)**

The Control of Substances Hazardous to Health Regulations (COSHH) require us to identify those substances which are in use at our premises and which are hazardous to health (as legally defined) and to assess the risk of those substances. The Company must also provide and use controls to prevent exposure to substances hazardous to health; maintain controls by monitoring exposure, or by monitoring the health of employees; and provide information, training and instruction for employees as required. The Senior Partner is responsible for implementing these Regulations.

In general use of substances hazardous to health is low within the business. Where substances are in use that are chemically based, emit fumes or are flammable they should be used in well-ventilated areas and stored in metal cabinets after use. If you use substances such as those described above, you should always read the instructions on the product before use.

