

Webselect Ltd Health and Safety Policy

This Health and safety policy has been produced to comply with the law but also to ensure our staff and anyone who visits our offices are safe and aware of how to act in the event of an emergency.

The policy needs both staff and management to work together in order to correct any risks. Whilst regular staff meetings give everyone the ability to voice any concerns it is most important that if you see any possible risk occur, inform someone immediately. Do not wait.

Notes

- A paper copy of this policy is kept at the registered office of Webselect Ltd
- A copy of this policy has been made available to all staff members who are responsible for circulating this policy as appropriate to interested parties
- This policy will be reviewed annually
- This policy should be considered as part of a set of policies that include: Environmental Policy, Equal Opportunities Employment Policy, Privacy Policy, Accessibility Policy and the Health and Safety Policy

Signed on behalf of Webselect Ltd by Mark Walker July 1st, 2009

Registered Office Address:
54-55 Fore Street, Chudleigh, Devon. United Kingdom. TQ13 OHY

WebSelect Ltd is a company registered in England and Wales with company number 3563315
VAT Registered Number: GB-712 1974 49

Health & Safety at Work Act 1974

Our statement of general policy is to:

- Provide adequate control of the Health & Safety risks arising from our work activities;
- Consult with our employees on matters affecting their health and safety;
- Provide and maintain safe equipment;
- Ensure safe handling and use of substances;
- Provide information, instruction and supervision for employees;
- Ensure all employees are competent to do their tasks, and to give them adequate training;
- Prevent accidents and cases of work related ill health;
- Maintain safe and healthy working conditions;
- Review and revise this policy as necessary at regular intervals

RESPONSIBILITIES

Overall responsibility is that of Mark Walker, who is also the designated Health & Safety (H&S) officer. Day to day responsibility for ensuring this policy is put into practice is delegated to Peter Aston. If working off site, responsibility is delegated to the Partner responsible for the off site work. They are also responsible to ensure health and safety standards are maintained and improved.

Mark Walker is a Directors of Webselect Ltd. Peter Aston is an employee of Webselect Ltd.

COMPANY RESPONSIBILITIES

The Directors have responsibility for developing an overall policy for staff training incorporating health and safety awareness. The Health & Safety (H&S) Officer has a key role in promoting awareness of, and developing positive attitudes to health and safety at Webselect Ltd.

With the help of designated staff, the H&S Officer shall be responsible for drafting, developing and updating policy, instruction and guidance on behalf of the company.

EMPLOYEE RESPONSIBILITIES

- Must co-operate with Directors on health and safety matters.
- Must not interfere with anything provided to safeguard their health and safety.
- Have a duty to report all health and safety concerns to an appropriate person as detailed in this policy statement.

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MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999

Health & Safety risks arising from our work activities.

KEY AREAS OF RISK

- Regular computer use
- Electricity
- Fire
- Manual handling
- Slips, trips and falls
- Stress
- Substances hazardous to health
- Environmental comfort factors
- Solo working
- Smoking
- Hygiene & welfare
- Visits to sites
- Visits to clients premises
- Verbal and/or physical abuse

Risk assessments will be undertaken by the Directors and the finding of the risk assessment will be discussed at Directors meeting and any corrective action undertaken.

Action required to remove / control risks will be approved by the Directors. The partners are also responsible for ensuring that the action required be implemented and for checking that the actions have removed / reduced the risks.

Assessments will be reviewed every twelve months / or when the work activity changes.

CONSULTATION WITH EMPLOYEES

Employee representatives are designated on rotation basis and consultation with employees is provided via the weekly staff meeting .

SAFE PLANT & EQUIPMENT

All staff & Directors are responsible for identifying equipment needing maintenance and report to the board of Directors.

The Directors are also responsible for:

- Ensuring that effective maintenance procedures are drawn up
- Ensuring that all identified maintenance is implemented.
- Checking that new equipment meets health and safety standards before it is purchased.

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SAFE HANDLING OF SUBSTANCES

The Directors are responsible for identifying substances requiring a COSHH (Control of Substances Hazardous to Health) assessment, for undertaking COSHH assessments, for ensuring that all actions identified in the assessments are implemented and for ensuring that all relevant employees are informed about the COSHH assessments.

Assessments will be reviewed every six months or when the work activity changes, whichever is the soonest.

INFORMATION, INSTRUCTION AND SUPERVISION

The Health & Safety law poster is displayed on the staff notice board and leaflets are issued as part of the new employee induction process. Health & Safety advice and responsibility for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information is the job of the Directors.

HEALTH & SAFETY INDUCTION TRAINING

Will be provided for all employees by the Director responsible for induction and training and this induction training will be recorded on individual staff training records.

REPORTING ACCIDENTS & FIRST AID

All accidents and cases of work-related ill health are to be recorded in the accident book, which is kept at the Director's office. The first aid boxes are also kept in the kitchen.

The appointed first-aider is Mark Walker and he is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

MONITORING

To check our working conditions and ensure our safe working practices are being followed, spot checks will be undertaken between risk assessments by the H&S officer. They are also responsible for investigating work-related causes of sickness absences, for investigating accidents and for acting on investigation findings to prevent recurrence.

EMERGENCY PROCEDURES – FIRE AND EVACUATION

The H&S officer is responsible for:

- Ensuring the fire risk assessment is undertaken and implemented
- Ensuring that escape routes are checked and clear every week
- Checking that fire extinguishers are checked monthly and maintained annually.
- Ensuring that emergency evacuation / fire drills are tested every quarter.

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