



## HEALTH & SAFETY POLICY STATEMENT

**Health & Safety Policy Statement for:** Fern Communications Ltd

**Address:** 24 Hadenham Road, Lowestoft, NR33 7NF

In accordance with The Health & Safety at Work Act (1974), all employees have a duty to take reasonable care to avoid injury to themselves and others by their work activities and must co-operate with the Company and others in meeting statutory requirements of the Act. The Health and Safety at Work Act applies to everyone at work, giving responsibilities to both employers and employees. Breaches of the Act may be a criminal offence and lead to prosecution.

The law requires the **employer** (so far as is reasonably practicable) to provide:

- A safe working environment with adequate welfare facilities.
- A safe workplace and safe access to it and egress from it.
- Safe equipment & safe systems of work.
- Information, instruction, training & supervision.
- Risk assessments on all relevant workplace activities.
- Performance monitoring.
- Provision of adequate resources.
- Effective communication & consultation with workers.

Also, under the law duties are imposed on the **employee** to:

- Take reasonable care for the health & safety of themselves & other persons who may be affected by their acts or omissions at work.
- Co-operate with the employer to enable compliance with legal requirements.
- Avoid placing other people at risk.
- Report any work situation which might represent a serious or imminent danger.

Fern Communications Ltd will plan, manage and coordinate work ensuring that safe systems of work are carried out in accordance with written and verbal instructions. Employees are encouraged to make suggestions which will improve Health and Safety, and these suggestions should be passed to the Technical Director if they necessitate changes to working practices, thereby making sure that risks are properly controlled.

Fern Communications Ltd will place Health & Safety on each team meeting. The collated requests, observations and issues will then be considered by the Senior Management, who will then give their response and details of any resultant changes in policy.

All H&S incidents and unsafe practices, whether resulting in injury or not will be reported and investigated in line with RIDDOR (Amendment) Regulations 2012:



- a. All dangerous incidents will be reported to the Technical Director.
- b. These will be investigated to establish a root cause for the respective incident or accident and what series of events led up to the incident or accident occurring
- c. Following these investigations procedures will be amended if required to prevent any future repetition with training provided if required
- d. The circumstances surrounding the incident or accident will be kept under review by the Technical Director.

Fern Communications Ltd will comply with duties placed on all Employers under the:

- Health and Safety at Work Act 1974.
- Management of Health & Safety at Work Regulations 1999.
- Workplace (Health, Safety & Welfare) Regulations 1992
- Work at Height Regulations 2005
- Provision and Use of Work Equipment at Work Regulations 1998 (PUWER)
- Road Traffic Acts 1988 & 1991
- Health & Safety (Safety Signs & Signals) Regulations 1996
- Health & Safety (Display Screen Equipment) Regulations 1992 (amended 2002)
- The Manual Handling Operations Regulations 1992
- The Lifting Operations Lifting Equipment Regulations 1998 (LOLER)
- The Personal Protective Equipment at Work Regulations 1992 (PPE)
- Electricity at Work Regulations 1989
- Regulatory Reform (Fire Safety) Order 2005 (RRFSO)
- The Health & Safety (First-Aid) Regulations 1981
- The Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- The Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013 (RIDDOR)

Risk Assessments will be carried out to:

- Identify the full range of health & safety risks that arise from work at Fern Communications Ltd.
- Identify the people who might be harmed and how.
- Evaluate the risk and decide on precautions.
- Record the significant findings and implement them.
- Annually reviewed and updated as necessary.

Fern Communications Ltd will set out the arrangements that need to be managed & co-ordinate within the company. These will include arrangements for controlling significant health risks such as:

- First Aid
- Fire Safety
- Working at height
- Display Screen Equipment (DSE)
- Manual handling



- Stress
- Electrical safety
- Hazardous & Dangerous substances

The following principles are to be applied at all times:

1. All injuries and occupational illnesses are preventable, and all employees have a responsibility to prevent injuries and illness.
2. Everyone at Fern Communications Ltd is accountable for the Health and Safety performance, as well the people and areas under our control.
3. Ongoing relevant training is essential for improving safety performance and for ensuring that are employees are competent to carry out their duties and discharge their responsibilities.
4. Audits, inspections and risk assessments are an essential part of our health & safety management strategy.
5. All health & safety incidents and unsafe practices, whether resulting in injury or not, must be reported and investigated.
6. The involvement of people at all levels within the company is critical and beneficial to sustain safety improvements.
7. Acceptance of a personal responsibility towards health and safety in your working environment is a condition of employment with Fern Communications Ltd.

**Name:** Clive Cushion (Technical Director)

**Date:** 2<sup>nd</sup> July 2019

**Signed:**