

Health and Safety Policy	Version:	2.1
	Status:	Final
	Date:	15/1/21

1. Approval Record

Name	Role	Date
Rebecca Clarke	Head of People	01/08/2020

2. Version History

Version	Date	Author	Description (nature of change/update)
0.1	01/01/2020	Rebecca Clarke	Initial Creation – Document design proposal
2.0	01/08/2020	Rebecca Clarke	Updated format for version control
2.1	15/1/2021	Rebecca Clarke	Annual Review and version control update

3. Related Documents

Document Title	Location	Version Number
Risk Assessment Policy	HR System	V1.0

4. Review and Distribution List

Name	Role	Review Required
Rebecca Clarke	Head of People	Contributor
All staff		For Information Only
Contractors		For Information Only

5. Regulatory Requirements

The Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 and the Equality Act 2010.

6. Introduction

Our policy is to provide and maintain safe and healthy, environment, working conditions, equipment, and systems of works in our workplace. It is also our policy to provide adequate control of the health and safety risks arising from our work activities. We will ensure safe handling and use of equipment and will provide such information, training, and supervision, as is required for this purpose. We also acknowledge responsibility for the health and safety for other people who may be affected by our work and activities.

It is also our policy is to consult with our employees on matters affecting their health and safety, and it is our policy to prevent accidents and cases of work-related ill health. The allocation for safety matters and the particular arrangements that we will make to implement the policy are set out below.

The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, our policy and the way it is operated will be reviewed annually.

6.1 Purpose

This policy sets a framework for ensuring due diligence and care of all individuals on behalf of We are Digital.

6.2 Scope

This policy applies to all members of staff who work under a contract of employment with We are Digital. It also applies to agency staff, contractors, and others employed under a contract of service.

7.Roles and Responsibilities

RACI	Role	Role Holder(s)	Key Responsibilities
Responsible	Process SME	Rebecca Clake	<ul style="list-style-type: none"> Ensuring process document accurately reflects current practice Contributing to process changes and improvements, as and when identified
Accountable	Process Owner	Matthew Adam	<ul style="list-style-type: none"> Overall ownership and accountability for process definition and execution Leading change for improving the process Approval point for any changes/update to the process definition Ensuring that any changes are properly documented and communicated Ensuring that ongoing monitoring is in place and carried out
Consulted	CEO	Matthew Adam	<ul style="list-style-type: none"> Monitoring adherence to agreed process through periodic quality reviews
Informed	All Staff		<ul style="list-style-type: none"> All staff to read and accept document within HR system

8. Instruction

8.1 Organisation Structure

Non-Executive Board Members



CEO and Executive Leadership Team



Department Leads



Staff

8.2 Responsibilities

The CEO has overall responsibility for Health and Safety within the Organisation. They are responsible for ensuring that all matters relating to health and safety are addressed within We Are Digital and that the policy is kept up to date and reviewed regularly. They are also responsible for the implementation of the Health and Safety Policy, the co-ordination of the undertaking of risk assessments, and the implementation and monitoring of any controls which are imposed as a result of the risk assessments.

The nominated competent individual has day-to-day responsibility for ensuring that the health and safety policy is put in to practice and that any controls are put in to practice or are carried out.

All employees have the responsibility to co-operate with We Are Digital to achieve a safe and healthy workplace and to take reasonable care of themselves and others and not to interfere with anything provided to safeguard their health and safety. An employee has a responsibility to let the CEO know if there is a matter relating to health and safety that should be brought to their attention for action.

8.3 Implementation of Policy

The CEO will ensure that all employees have access to the Health and Safety Policy that is located in the Head Office at Friars House, Manor House Drive, Coventry, CV1 2TE. Each employee will be given access to a copy of the general policy on commencement of his or her employment.

8.4 Risk Assessments

Risk assessments will be undertaken for all members of staff, work activities and systems annually. The results of the risk assessments will be recorded in writing, safety procedures produced and implemented to ensure adequate levels of health safety and welfare.

Risk assessments are to be reviewed regularly to ensure that they are still appropriate to the tasks covered. They will also be reviewed when a new member of staff joins, new equipment is installed, when a new system of work set up or when the business changes premises.

Each Department Lead shall be responsible for undertaking their departments risk assessments as required by the Management of Health and Safety at Work Regulations 1999. The results of any risk assessment shall be recorded and kept centrally at Head Office at Friars House, Manor House Drive, Coventry, CV1 2TE. The findings of the risk assessments will be reported to the CEO.

Action required to remove or control the risks identified will be approved by the CEO, the Departmental Lead will be responsible for ensuring that any required action is implemented and the Nominated Competent Individual will check that the implemented actions have removed or reduced

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

8.5 Accidents, First Aid, Ill Health and Near Misses

The location of the First Aid Boxes is identified on the relevant signage in staff areas. The Appointed First Aiders are responsible for ensuring that the First Aid Box is kept fully stocked and equipped.

All injuries, incidents, and dangerous occurrences at work involving employees or members of the public must be reported and recorded in the Accident Book. The Accident Book is kept with the first aid box and the First Aiders are responsible for ensuring this is kept up-to-date. The Nominated Competent Individual is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

8.6 Emergency Procedures – Fire and Evacuation

The CEO and Fire Wardens are responsible for ensuring that the Fire Risk Assessment is undertaken and implemented in conjunction with the Facilities Team at the Friars House.

8.7 Display Screen Equipment

The Line Managers will be responsible for ensuring that display screen equipment workstations are assessed and will ensure that records of the assessments are kept and maintained.

Action required to remove or control the risks identified will be approved by the nominated competent individual who will also be responsible for ensuring that any required action is implemented. The Line Managers will check that the implemented actions have removed or reduced the risks.

Assessments will be reviewed every year, when the work activity changes, whenever you change location, or whichever is soonest. The nominated competent individual will be responsible for providing training and information for display screen equipment users and will keep records of any training and information that is provided.

8.8 Electrical Equipment

It is the company's policy to ensure that any electrical system at work is safe to use and properly maintained. The nominated competent individual will be responsible for ensuring that all electrical installations and electrical equipment are in good working order. Faulty equipment should be reported immediately to the nominated competent individual and labelled faulty and not used until it has been repaired. The nominated competent individual will be responsible for ensuring that staff are given information or advice on what to do if they suspect that the electrical equipment or electrical system is unsafe and will also ensure that records of any advice or information given to staff are kept and maintained.

8.9 Welfare

It is the policy of We Are Digital to provide enough clean, suitably ventilated toilets and washbasins with hot and cold running water, soap and drying facilities for those expected to use them. We Are Digital will provide drinking water and ensure that it is free from contamination, accessible by all employees, ensure that cups or a drinking fountain is provided and that taps and containers are clearly and correctly labelled as drinking water. We Are Digital shall ensure that there is a suitable seating area for workers to use during breaks, that it is kept clean and stored where food will not get

contaminated. Any issues regarding toilet facilities, drinking water or other welfare facilities should be reported to the nominated competent individual.

The policy of We Are Digital is to maintain in efficient working order, the workplace, certain equipment, devices and systems. Any defect or fault regarding the workplace, certain equipment, devices and systems should be reported immediately to the Line Manager who will be responsible for ensuring that any defect or fault is rectified and that records are kept and maintained of any action required or work that is undertaken.

Employees are all required to take reasonable steps to ensure that a place of work is kept free from foreseeable hazards. In particular, access and egress routes must be kept clear of obstructions. This includes ensuring fire exits and access routes are kept clear, cables do not trail across pedestrian routes and that obstacles are quickly removed. In addition, safety provisions such as fire doors should not be propped open or fire extinguishers obstructed.

8.10 Lone Workers

It is the policy of We Are Digital that staff who work by themselves without close or direct supervision or those who have to visit other premises, should make sure their colleagues or manager know where they are going and when they will be back and should record their visit in their diary which must be shared with their line manager.

It is the Policy of We Are Digital to advise staff who work by themselves without close or direct supervision or those who have to visit other premises, to take a mobile phone with them where practical.

This policy sets out the Company's provisions on lone working. The Company discourages lone working and will avoid the need for employees to work alone where reasonably practicable. Where lone working is necessary, whether on an occasional or regular basis, the Company will take reasonable steps to ensure the health, safety and welfare of employees working alone. The Company will also ensure that a health and safety risk assessment is carried out to identify the hazards and risks of lone working and to devise and implement safe working arrangements so that the risks are eliminated or adequately controlled, thus enabling lone workers to carry out their work in a safe environment.

Further guidance is shown in the Lone Worker Policy.

8.11 Information, Instruction and Supervision

The Health and Safety Law Poster, a copy of We Are Digital's Certificate of Employers & Public Liability is displayed at Head Office at Friars House, Manor House Drive, Coventry, CV1 2TE.

Induction training will be provided for all employees by the appropriate Line Manager and a record of any training will be kept and maintained by the Head of People. Training records are kept digitally using the HR system.

9. Quality Control Log

No	Risk/Issue	Control	Control in Place Y/N
1	Ineffective or inefficient processes not being recognised	<ul style="list-style-type: none"> Reporting process in place for all elements Risk assessments in place and reviewed annually or after major incidents 	Y

10. Glossary

Term	Description