

Health and Safety Policy

escalla recognises and accepts its responsibility as an employer to maintain, as far as is reasonably practicable, the health and safety of its employees, and of other persons who may be affected by its activities.

It is your duty as an employee not to put at risks either yourself or others by your acts or omissions.

You should also ensure that you are familiar with the company's health and safety arrangements.

Should you feel concern over any health and safety aspects of your work, or others around you this should be brought to the attention of an escalla director or your line manager immediately.

No person shall intentionally interfere with, or misuse anything provided by escalla in the interests of health, safety, or welfare. Individuals are required to comply with any rules or requirements made under the authority of this policy.

Safety rules, risks and procedures

escalla's general safety rules, risks and procedures relevant to its office environment are listed below.

You should make yourself aware of your responsibilities to protect yourself, and ensure you comply with the following rules. Failure to comply will be addressed through the Disciplinary Procedure.

Display screen equipment ('DSE')

- If you work with a VDU and develop pain, stiffness or numbness which you think is due to your work, tell a Director or your Line Manager without delay.

Electricity and electrical equipment

- escalla maintains their electrical system to prevent danger as far as is reasonably practicable
- Before you use any electrical appliances carry out a quick check to make sure that the cables, plugs etc. are not damaged.
- Never use electrical equipment if you have reason to suspect it is unsafe.
- Report any faults you find to a Director or Line Manager and find an alternative appliance.
- You should not use equipment if you can see signs of damage, wear or overheating.
- Get a Director's permission before you dismantle, repair or modify electrical equipment or fit a mains plug.

Good Housekeeping

Hygiene

- No food or drink is to be consumed outside of the kitchen/dining area (except water, or drinks held in covered mugs).
- All rubbish is to be put in wastepaper bins – excess to be placed in black bags and placed in designated area.
- The kitchen is to be kept clean and tidy by employees.

Tidiness for Safety

- Do not let cables trail to create trip or electrical hazards. If necessary, use ties or cable ramps.
- Be careful about putting things on the floor.
- Never leave things on the stairs.
- Clear desk policy at the end of the day.

First Aid

- escalla believes that best practice is to ensure employees have access to a trained First Aider or Appointed Person (someone who can take charge in the event of an accident).
- Details of these trained staff will be available from a Director, or your Line Manager and you should familiarise yourself with names and contact details.

Procedure in the event of an accident

- An accident book is available from your manager or HR, and it is the responsibility of each individual employee to report and record any accident involving personal injury.
- Any accident or near miss occurrence (i.e. no one was injured but the incident had the potential to injure or kill) at work should be reported immediately to an escalla Director.
- Details that should be included in the accident book are:
- Who is the employee or individual involved in the incident, injury obtained, how was injury caused (accident, misuse of equipment). Date and time of injury. Location of injury (area of office).
- In the case of death, a specified major injury or condition, or a dangerous occurrence: The Health and Safety Executive (HSE) and a Director must be notified immediately.
- All employees who are absent from work following an accident must complete a self-certification form, which clearly states the nature and cause of the injury.
- For any employee who suffers an injury at work which results in them being away from work, or unable to do their normal work, for three days or more (including weekends, rest days or holidays), it is important that a Director is informed as the HSE may also need to be informed.
- For accident forms please consult the following website:
<https://www.hse.gov.uk/forms/incident/index.htm> - These forms should be completed in conjunction with a Director. Employees are not expected to complete these forms themselves.

Hazardous substances

- If hazardous chemicals are received on the premises. In these circumstances we will conduct assessments for the processes in which the hazardous substances are used, including who will use them and when they are to be used.
- Cleaning products are assessed by the cleaning providers and a record is kept onsite – Hazardous information is located in the cleaning cupboard.

Personal Safety

- Generally, you should try to avoid working alone whenever this is possible. However, if you must work alone, then you need to develop an awareness of the risks and how to minimise them. These arrangements may vary, depending on the circumstances, but may involve:
- Keeping the door locked at all times.
- Not allowing access to anyone you don't know, or anyone who does not have a pre-arranged appointment.
- Making sure you are fully aware of emergency procedures, e.g. in the event of a fire.
- Not working alone if you have any medical condition which means that it is unsuitable for you to work alone.
- Identifying potentially threatening situations in advance, so that the risks can be minimized.
- Giving your telephone numbers to contact in an emergency.
- Ensuring that you have access to the first-aid kit.
- Prior to making an appointment with someone you do not know, obtain as much information as possible about the person you are meeting and arrange to meet the person on company premises.
- Always ring back the telephone number you have been given to confirm that it is legitimate.
- If a mobile number is given you should always ask for an alternative fixed line number.
- If visiting, let your colleagues know where you are going, with whom and what time you are expecting to return. If you think that you are going to run over your original timescales, let your colleagues know.

- If you are at all concerned that you are being placed in a dangerous situation through your employment, you must discuss this immediately with a Director or your Line Manager.

Personal Protective Equipment

- If needed, we will issue any necessary personal protective equipment to you, and you must use it: this may include helmets and gloves at events. You must not misuse any such equipment.

Risk Assessments

- We assess and monitor our workplace and operations to ensure that we are aware of any risks to the health and safety of those who may be affected by our activities.

Pregnant Workers

- If an employee formally informs us that they are pregnant, escalla will conduct a Maternity Health Assessment and implement any necessary reasonable adjustments to accommodate their maternity at work.

Manual Handling

- We aim to ensure that you do not undertake any manual handling operations at work which involve a risk of injury.
- Where this is not reasonably practicable, we assess manual handling operations and either eliminate the hazard or reduce it to an acceptable level.
- We also provide you with information, instruction and training as necessary. Make sure you follow these rules when lifting:
- If the load is awkward or too heavy for you – get help.
- If a mechanical lifting aid is available and you are trained in its use – use it or ask someone who is trained to do so.

Before you lift, check:

- Do you have adequate room to lift the object?
- Are there any sharp edges?
- Is there a clear path to your destination?
- Is there adequate room for you to put the object down?

When you are lifting, remember:

- Keep your back straight
- Tuck your chin in
- Keep your feet as close to the load as possible, slightly apart and one foot slightly more forward than the other
- Bend your knees and crouch to the object
- Get a firm grip using your whole hand, not just your fingertips
- Keep your elbows well tucked in
- Lift smoothly and move in a forward direction
- Make sure you can see where you are going at all times
- When you set the load down take care not to trap your fingers

Fire Safety

Employees should follow these steps to help prevent fires:

- Do not use any electrical equipment that shows signs of damage, even if you think it is only minor.
- Ensure that you place your rubbish in the proper waste bins. Do not overfill the bins and ensure that your waste bin is accessible to the cleaners at the end of each day.

Action to take when the fire alarm goes off:

- Immediately stop what you are doing and walk (do not run) to the **nearest** available safe fire exit. If your nearest exit/route is obstructed, choose another route. Make sure that you are aware of the fire exits and routes in your area.

Follow the instructions of your designated Fire Marshall.

- Direction signs should indicate the route to your fire exit. These comprise a white arrow on a green background sometimes accompanied by the words '**FIRE EXIT**' and also a pictogram of a running person. The arrows indicate the direction of the nearest fire exit.
- Do not use a lift to leave the building - always use designated stairs.
- Make your way to the appropriate assembly point.
- Once you are at the assembly point you should report to the Fire Marshall, so that they can account for the people in their designated area.
- Do not leave the designated assembly point, or attempt to re-enter the building, until you have been instructed to do so by the Fire Warden.

Action to take if you discover a fire:

- **RAISE THE ALARM!** This can be achieved by breaking the glass on the call points or by shouting the instruction "**Fire – call the fire brigade**".
- Raise the alarm even if the building is fitted with an automatic fire alarm system, which has not yet activated - you must not wait for it to do so of its own accord.
- The alarm must be raised for every occurrence of a fire, no matter how small it appears to be. This will ensure that people in the building have adequate notice to evacuate should it begin to spread quickly. In addition, modern furnishings may allow the fire to develop unnoticed, so time is of the essence if everyone is to get out safely.
- Call the fire brigade at the earliest available, and safe, opportunity and do not attempt to tackle the fire unless you have been appropriately trained and can safely do so e.g. a small fire in a wastepaper basket.
- Unless you have been trained you could be putting yourself or somebody else at risk.