

## WORKING ENVIRONMENT AND HEALTH & SAFETY POLICIES

### WORKING ENVIRONMENT POLICY

#### 1. ABOUT THIS POLICY

- 1.1 This policy sets out our arrangements for ensuring a safe working environment and offers guidance on expectations within the workplace. This policy is designed as general guidance. The associated Health and Safety Policy is also included within this team handbook and is displayed on our office notice boards.

#### 2. YOUR RESPONSIBILITIES

- 2.1 All team members share responsibility for achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.
- 2.2 You should report any health and safety concerns immediately to your line manager.
- 2.3 You must co-operate with line managers on health and safety matters, including the investigation of any incident.
- 2.4 Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

#### 3. TRAINING

- 3.1 We will ensure that you are given adequate training and supervision to perform your work competently and safely.
- 3.2 Employees will be given a health and safety induction and provided with appropriate safety training.

#### 4. EQUIPMENT

- 4.1 You must use equipment in accordance with any instructions given to you. Any equipment fault or damage must immediately be reported to your line manager. Do not attempt to repair equipment unless trained to do so.

#### 5. ACCIDENTS AND FIRST AID

- 5.1 Details of first aid facilities and the names of trained first aiders are displayed on the office notice boards and our company intranet.
- 5.2 All accidents and injuries at work, however minor, should be reported to your line manager and recorded in the Accident Book.

#### 6. FIRE SAFETY

- 6.1 All team members should familiarise themselves with the fire safety instructions, which are displayed on notice boards and near fire exits in the workplace.
- 6.2 If you hear a fire alarm, leave the building immediately by the nearest fire exit and go to the fire assembly point shown on the fire safety notices.

## 7. RISK ASSESSMENTS AND MEASURES TO CONTROL RISK

- 7.1 We carry out general workplace risk assessments periodically. The purpose is to assess the risks to health and safety of employees, visitors and other third parties as a result of our activities and to identify any measures that need to be taken to control those risks.

## 8. COMPUTERS AND DISPLAY SCREEN EQUIPMENT

- 8.1 If an employee's computer screen or other display screen equipment (DSE) is a significant part of their work, they are entitled to a workstation assessment and regular eyesight tests by an optician at our expense (via our Healthcare Cash Back scheme).
- 8.2 Further information on workstation assessments, eye tests and the use of DSE can be obtained from your line manager or the HR Manager. Induction training will also include a DSE module.

## HEALTH & SAFETY POLICY

### 1. STATEMENT OF INTENT

The Joint Operations Health & Safety policy is designed to:

- Prevent accidents and cases of work-related ill health
- Manage health and safety risks in our workplace
- Provide clear instructions and information and adequate training to ensure employees are competent to do their work
- Provide personal protective equipment where necessary
- Consult with our employees on matters affecting their health and safety
- Provide and maintain a safe working environment and safe working equipment
- Ensure safe handling and use of substances
- Maintain safe and healthy working conditions
- Implement emergency procedures, including evacuation in the case of fire or other significant incident
- Ensure a schedule of regular policy reviews

### 2. ROLES AND RESPONSIBILITIES

Overall and final responsibility for Health and Safety for the Joint Operations Family lies with Richard Forster, Managing Director.

Further details including contacts for those with day-to-day responsibility for ensuring that this policy is put into practice, can be found on the Health & Safety Policy posters displayed in our offices or from your line manager.

All team members should:

- Co-operate with supervisors and managers on health and safety matters
- Take reasonable care of their own health and safety
- Report all health and safety concerns to an appropriate person, as detailed on the Health & Safety Policy posters displayed in our offices or from your line manager

### 3. ARRANGEMENTS FOR HEALTH & SAFETY

#### RISK ASSESSMENTS

- We will complete relevant risk assessments and take action as necessary
- We will review risk assessments on a regular basis or when working habits or conditions change

#### TRAINING

- We will provide employees with health and safety induction training (to be renewed annually) and provide additional job-related training as necessary
- We will provide personal protective equipment and train employees to use it, as necessary
- We will ensure that suitable health and safety training is available for employees who work remotely

#### CONSULTATION

- We will consult employees on health and safety matters as they arise and formally when we review our health and safety policy

#### EVACUATION

- We will ensure that escape routes are well signed and kept clear at all times
- We will test evacuation routes and processes regularly and will update our fire procedures as needed