



Health & Safety Policy

V1.1 22/02/24

As an employer, P2G fully acknowledge our statutory responsibilities and obligations regarding health, safety and welfare and are totally committed to achieving the highest possible standards within our workplace.

We will ensure that our employees, our clients or any other persons are not exposed to risks arising from our activities.

We will do everything reasonably practicable to provide a safe and comfortable working environment and will ensure that health and welfare requirements are fully considered.

In order to meet these objectives, we will:

- Fully assess all risks and ensure that they are adequately controlled;
- Provide sufficient resources to implement the Health and Safety Management System;
- Provide suitable training, information and instruction for all employees (where applicable);
- Ensure that all work equipment is suitable for their intended purpose and maintained in a safe condition;
- Meet or exceed all minimum legal requirements regarding health and safety;
- Review our health and safety management system at least annually, or when changes occur to legislation or our business;
- We ensure all staff receive a copy of this policy on commencement of employment
- Training and ongoing refresher training is supplied too all staff on an ongoing basis (where applicable)
- Ensure that our clients are provided with a safe, efficient and courteous service.

We expect our employees to play their part and to recognise that they too have responsibilities towards health and safety. We will encourage them to take positive measures to improve anything which they feel is unsafe and puts themselves and others at risk, both on site and for those that require to work from home due to Covid or those that need to visit client or supplier sites outside of restrictions

Everyone within P2G will play their part to ensure that the above standards are achieved.

Signed Declan Ross-Thomas

Date 22/02/24

SECTION TWO

ORGANISATION, RESPONSIBILITIES AND COMMUNICATION

This section of the Safety Policy Manual outlines the organisational structure within P2G and defines specific responsibilities for the Management of health and safety. It also describes how information will be communicated throughout the company.

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2.1 Organisational Chart

2.2) DIRECTOR'S RESPONSIBILITIES

The Chief Executive has overall responsibility for the health and safety of employees, clients, visitors and contractors, where they may be affected by the Company's activities. To meet these responsibilities the Chief Executive and Directors will, so far as is reasonably practicable:

- 2.2.1** Appoint a competent person or body to advise P2G regarding health and safety management issues.
- 2.2.2** Ensure that there exists an effective policy for health and safety management, supplemented by additional documents relating to particular areas, activities or groups of employees, and ensure that this policy is implemented.
- 2.2.3** Place on the agenda of any senior management meeting an item entitled 'Health and Safety' where relevant health and safety matters will be discussed together with recommendations where necessary. Health and Safety will be given equal consideration with other company management issues. Any points discussed or raised are then reviewed against this policy and necessary amendments are made.
- 2.2.4** Ensure that adequate resources and information are made available to enable the policy to be effectively put into practice(what resources and information? Give examples)
- 2.2.5** Ensure that all accidents or dangerous occurrences are reported by the company to the Enforcing Authority where required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- 2.2.6** Ensure that each Manager under their control has been briefed on, and understood the Health and safety Policy along with any safe working procedures relevant to their department.
- 2.2.7** Co-operate with the Health and Safety Executive, the fire service and any other outside agency concerned with health and safety enforcement.
- 2.2.8** Each individual Director has overall responsibility within their own area of control and is therefore responsible for ensuring that each Manager within these areas carry out their respective duty regarding health and safety.

2.3) MANAGER'S RESPONSIBILITIES

Managers will be directly responsible to the Directors for the health and safety arrangements within their particular department or team. Managers are in a special position to influence attitudes and give encouragement to active participation in health and safety matters by employees under their control. To meet this responsibility, each Manager will, so far as is reasonably practicable:

- 2.3.1** Ensure that the duties and responsibilities for health and safety are properly assigned, accepted and understood by all personnel within their team. This includes ensuring that all persons under their control have been briefed on and understood the health and safety information relevant to their department and are shown where such information is held.
- 2.3.2** Co-operate fully with such matters as safety audits and health and safety training programmes, attending senior management team meeting where called upon to do so, and requesting additional training for personnel as and when required.
- 2.3.3** Ensure that health, safety and welfare arrangements are effectively implemented in accordance with the Health and Safety Policy Manual.
- 2.3.4** Take an active role in carrying out risk assessments and associated activities within their areas of control, and ensure that the requirements of any risk assessment or safe system of work are complied with.

- 2.3.5 Ensure that all accidents within their department are fully documented, reported and investigated with the objective of preventing their re-occurrence by improving practices and systems.
- 2.3.6 Ensure that health and safety training is provided to new employees as part of their induction and that sufficient information is provided to such employees regarding fire precautions, first aid arrangements and any other emergency procedure.
- 2.3.7 Carry out regular inspections of their department including the working environment, fire precautions and welfare arrangements, bringing any concerns they may have to the relevant Director and ensuring everyone is aware about our open door policy for our staff to raise concerns.
- 2.3.8 Ensure that all relevant or updated information is clearly communicated to all employees under their control.
- 2.3.9 Ensure that employees under their control report any unsafe vehicle, equipment, method of work or any other matter where there is a risk of injury to persons or damage to property and that it is recorded and reported to the internal safety Officer.

2.4) EMPLOYEES RESPONSIBILITIES

Employees have a statutory duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions, also to co-operate with the company so far as is necessary to enable any duty or requirement imposed on the company to be complied with. **Employees are reminded that breach of this duty could constitute a disciplinary offence.** In order to comply with this duty all employees will be expected to:

- 2.4.1 Conform to any legal requirements, rules, procedures and instructions necessary for ensuring health and safety.
- 2.4.2 Seek advice and instruction from their manager or in their absence, Director when situations arise which may affect the health and safety of themselves or others.
- 2.4.3 Report any unsafe vehicle, equipment, method of work or any other matter where there is a risk of injury to persons or damage to equipment.
- 2.4.4 Report any incident or accident, however slight, whether or not injury or damage has been sustained.
- 2.4.5 Assist at all times in maintaining good housekeeping standards within the workplace.
- 2.4.6 Attend and actively participate in health and safety training courses as required.
- 2.4.7 Co-operate and assist where required in any audit, risk assessment, accident investigation, or associated procedures carried out within the workplace.
- 2.4.8 P2G prohibits the consumption of alcohol or drugs whilst employees are engaged in any driving activities on behalf of the company, or during any breaks from driving. All employees are reminded that alcohol or drug abuse whilst at work will be treated as gross misconduct, and that the company reserves the right to carry out checks where there may be a suspicion of abuse.

Employees visiting 3rd party premises i.e. resourcing team.

In addition to the above, employees visiting 3rd party premises will;

- Report to reception/3rd party premises on arrival
- Receive any relevant induction for the premises and observe any site rules in relation to the premises.

2.5) HEALTH AND SAFETY OFFICER'S DUTIES

P2G also fulfils the role of Health and Safety Officer for P2G, with the support of the CFO and as such will co-ordinate the overall health and safety performance of the company making recommendations where necessary to the Chief Executive.

- 2.5.1** Prepare regular reports for the Chief Executive and board of Directors on the health and safety performance of the company, making recommendations where appropriate.
- 2.5.2** Advise the Chief Executive and other Directors of the implications arising from health and safety legislation and codes of practice, and their application to the company's activities.
- 2.5.3** Identify training needs for employees in conjunction with the Directors and Managers. Ensure that suitable training is provided and that written records are maintained.
- 2.5.4** Report all applicable accidents/incidents to the Enforcing Authority in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 2013.
- 2.5.5** The above also includes responsibility for ensuring this policy and the behaviours of the company comply with requirements currently in place relating to the Covid pandemic including testing, providing relevant cleaning and sterilisation products are available and allowing time off for immunisation where required.
- 2.5.6** Maintain records and statistics of all incidents which occur within the Company or as a result of its activities.
- 2.5.7** Ensure that all relevant health and safety related documentation has been issued and acknowledged in accordance with the company's document control procedure (section 2.8)

2.6 EXTERNAL HEALTH AND SAFETY ROLES

- 2.6.1** Suppliers must have a defined H&S management system to control H&S risks associated with their activities.
- 2.6.2** Suppliers must have access to competent H&S advice and support for the jurisdictions in which they operate.
- 2.6.3** Suppliers must identify a competent person who will be responsible for the safety of their activities (including sub-contractors) and to act as the contractors' (and the subcontracting company's) representative on site.
- 2.6.4** Suppliers must ensure that their personnel are suitably trained and competent prior to conducting any work-related activities on behalf of P2G.
- 2.6.5** Suppliers must demonstrate that their employees receive adequate instructions for all jobs with regards to H&S and be provided with the correct equipment to carry out the work safely.
- 2.6.6** Suppliers must ensure that they have adequate processes to identify all applicable H&S legislations in the jurisdictions in which they provide services to P2G.
- 2.6.7** Suppliers must comply with all applicable H&S legislations in their local jurisdiction and have an adequate process to review compliance against local H&S legal requirements.
- 2.6.8** Suppliers and their sub-contractors must ensure that all activities that they undertake are supported by a task specific risk assessment and method statement. Task specific risk assessment must (i) identify any hazards and risks associated with such task, (ii) identify the environment where such task is being completed and (iii) establish safety control measures to eliminate or mitigate risks from those hazards. A method statement is a record of how the task will be completed in a safe manner and should include the controls measures relating to the works as detailed in the risk assessment.
- 2.6.9** All accidents, incidents, near misses and 'good catches' must be reported to P2G in order for the detail to be captured in the P2G Health and Safety Accident reporting system. In particular:
 - Fatalities, Critical Injuries and Lost Time Injuries should be reported immediately by the fastest means possible; and

- Medical Treatment Cases, First Aid cases and Near Misses should be reported within 24 hours of the incident.

2.6.10 It is the responsibility of the Supplier to investigate all accidents relating to their staff, sub-contractors and any harm to others which is the result of the Supplier's activities and/or omission (including P2G employees and customers) that are as a result of their activities.

2.7) EMPLOYEE INVOLVEMENT AND COMMUNICATION

2.7.1 The Directors will take reasonable steps to involve employees in health and safety related matters and will actively encourage them to make constructive health and safety suggestions to improve conditions within their own work area.

2.7.2 A quarterly senior management meeting is held with health and safety included as an agenda item. Relevant sections of any minutes will be passed on to each Department Manager who will in turn, brief their team as necessary.

2.7.3 In addition to this, a weekly meeting is also held between the Managing Director and each Department Manager with any issues relating to health and safety being raised by the Manager during such meetings.

2.7.4 All employees will be briefed by their Manager or relevant Director on any issue which may affect their health, safety or welfare.

2.7.5 A designated safety notice board will be displayed within the office and will display, as a minimum, the following information:

- P2G Health and Safety Policy
- Health and Safety Law Poster
- Actions regarding fire precautions/procedures including emergency contacts
- First Aiders
- Employers Liability (compulsory Insurance) Certificate

Each Manager is responsible for ensuring that sufficient information is provided for personnel under their control and for ensuring that such information is kept up to date.

2.8) DOCUMENT ISSUE AND CONTROL

2.8.1 The Health and Safety Officer will ensure that all relevant documentation is kept up to date and any documents deemed to be controlled, will be monitored by our People and Compliance Manager ensuring that all updated or newly issued health and safety information is uploaded on to the remote storage facility.

2.8.2 Managers must ensure that all relevant or updated information is clearly communicated to all employees under their control.

2.8.3 All employees will have access to the health and safety information held on the company's remote storage facility and all new employees will be provided with sufficient instruction as to how to access the information during their induction.

SECTION 3

ARRANGEMENTS FOR ENSURING HEALTH & SAFETY AT WORK

Introduction

This section outlines general arrangements which will be implemented within P2G Ltd in order to ensure that the Health and Safety Policy is effectively put into practice.

It must be borne in mind that these are minimum general requirements further procedures and arrangements may need to be implemented in order to effectively control specific risks to health and safety.

CONTENTS	DATE
3.1 Accident and Incident Reporting, Recording and Investigation	April 2021
3.2 Electrical Safety	April 2021
3.3 Fire Precautions	April 2021
3.4 First Aid	April 2021
3.5 Hazardous Substances	April 2021
3.6 Risk Assessments	April 2021
3.7 Display Screen Equipment	April 2021
3.8 Induction Training	April 2021
3.9 Workplace Inspections	April 2021
3.10 Driving at Work	April 2021
3.11 Control of Contractors	April 2021

3.1) ACCIDENT AND INCIDENT REPORTING, RECORDING AND INVESTIGATION

3.1.1 Policy

It is the policy of P2G to report all accidents, industrial diseases and dangerous occurrences as detailed in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

In addition, all incidents which result in first aid treatment being required will be recorded and investigated in an attempt to prevent a recurrence. All employees are instructed to report all such occurrences immediately after treatment. They should also ensure that an entry is made in the Accident Report Book, regardless of the severity of the injury. If, because of their injury, they are incapable of making an immediate entry, then that entry will be made by their Manager or another responsible person on their behalf. The completed report will then be held in a dedicated file.

Accidents will be classified as 'minor', 'seven-day reportable', or 'major reportable' in line with the above Regulations, and the appropriate action will be taken should they be reportable to the Enforcing Authority.

The Health and Safety Officer will be notified immediately following any accident resulting in personal injury and will be responsible for reporting the accident to the Enforcing Authority where required under the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 2013. Should an accident occur on a Clients premises, then the incident must also be reported to the Client contact before leaving site.

Tel: 0845 300 9923 (fatal or specified injuries only)

Internet: www.hse.gov.uk/riddor

Post: RIDDOR Reports
HSE
Redgrave Court
Merton Road
Bootle
L20 7HS

The circumstances must also be reported to the company's insurers by the Health and Safety Officer.

3.1.2 Accidents – Action to Take

All accidents at work involving personal injury must be reported by the individual concerned. If the injury is of a serious nature, or if there is any doubt, it is recommended that the injured person is referred to a doctor or hospital for appropriate treatment.

If the injury is of a minor nature, first aid treatment should be given and, following this, it is important that the Accident Book is fully completed, by the injured person or Health and Safety Officer.

If the injury is of a serious nature, and the person is taken to hospital, the Accident Book should be completed by the Health and Safety Officer or if absent, relevant Manager.

3.1.3 Employers Liability Insurance Company

3.1.4 'Near Miss' or Damage Incident

All accidents resulting in damage to property, equipment, vehicles, fixtures or fittings, together with any incident where injury or damage was narrowly avoided, should be reported by the employee concerned to their line Manager.

It is important that these incidents are investigated, particularly if potential personal injury was narrowly avoided.

3.1.5 Accidents to Members or Other Visitors

Should a non-employee suffer injury as a result of work activities, investigation procedures must be followed.

All such accidents must be recorded in the Accident Book and it is important that correct details are taken of the name and address of the injured person.

Should the injured person require medical treatment, the Enforcing Authority should be informed by the Health and Safety Officer, in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

The circumstances must also be reported to the company's insurers.

3.2) ELECTRICAL SAFETY

3.2.1 No employee shall undertake any kind of electrical work unless they have been specifically trained and authorised. Otherwise all electrical work will only be undertaken by a suitably qualified electrical contractor.

3.2.2 The entire fixed electrical system within the premises will be examined by a suitably qualified electrical contractor registered with the National Inspection Council of Electrical Installers and

Contractors (NICEIC) at intervals not exceeding five years and appropriate steps taken on the basis of his report. The Health and Safety Officer should ensure that all such inspections have been carried out.

- 3.2.3** All portable electrical equipment will be examined by a qualified electrical contractor at twelve monthly intervals in the case of equipment subject to heavy use and every two years in the case of equipment subjected to light use (for example, office equipment).
- 3.2.4** A register of all portable electrical appliances will be kept by the Health and Safety Officer and the results of the examination and test of each appliance recorded. Visual confirmation of the examination and test of each appliance will also be affixed to the appliance.
- 3.2.5** Employees own electrical equipment will not be permitted onto the premises until it has been examined and certified as being safe for use. If the equipment remains permanently within the workplace it must be entered into the register and subject to the required test programme.
- 3.2.6** The user of each piece of electrical equipment will carry out a brief visual inspection, paying particular attention to the condition of cables. A report will be made to the Health and Safety Officer of any actual, or suspected, faults suggested by the visual examination. The equipment will also be taken out of service until being certified as safe to use by an electrical contractor.

3.3) FIRE PRECAUTIONS

- 3.3.1** A dedicated fire log will be kept by the Health and Safety Officer in which will be recorded details of all relevant tests and fire evacuation drills.
- 3.3.2** At the beginning of each working day the Health and Safety Officer will check that all fire exits within the premises are unlocked and unobstructed.
- 3.3.3** Once a week, an employee nominated by the Health and Safety Officer will carry out a test to the fire alarm system. The name(s) of the nominated employee will be recorded in the Fire Log Book.
- 3.3.4** The weekly test should include checking with employees in relevant departments that the alarm was audible and that any visual alarm system was operational.
- 3.3.5** Fire evacuation drills will be held at least annually. The precise timing will be decided by the Health and Safety Officer. They will initiate any fire evacuation drill and will be responsible for ensuring that all persons within the premises are properly evacuated and accounted for.
- 3.3.6** Fire extinguishers will be checked on an annual basis on a service contract held with the supplier. Any extinguisher which is used and partly discharged will be returned to the supplier and a refill obtained. The test date will be recorded on each individual extinguisher.
- 3.3.7** On the dedicated safety notice boards printed notices will be exhibited stating, in concise terms, the essentials of the action to be taken upon discovering a fire and on hearing the fire alarm. These will also be displayed at exit points within the building.
- 3.3.8** A visitors book is held in reception and all visitors are required to sign in on arrival and out on departure.
- 3.3.9** A fire risk assessment has been carried out for the premises and the Health and Safety Officer will arrange for the assessment to be reviewed on an annual basis to confirm that identified controls remain valid and up to date.
- 3.3.10** We annually review our fire Marshalls both in terms of their ratio to current staff and their suitability and willingness to continue the responsibility

3.3.11 Use of Fire Extinguishers

Name	Directions for Use
Water (Red Label) (wood, paper, plastics)	Direct the jet at the base of the flames and keep moving across the fire. DO NOT USE IN VICINITY OF LIVE ELECTRICAL EQUIPMENT
Powder (Blue Label) (oil, fat, paint, electrical)	Direct jet towards base of flames and with a slow sweeping movement drive the fire towards the far edge until the flames are extinguished. To fight fire of an electrical nature switch off the electricity supply first.
Carbon Dioxide (Black Label) (electrical)	Hold the extinguisher upright. Direct the discharge horn towards the base of flames and move continually from side to side across the area of the fire. Do not hold the extinguisher nozzle whilst in use as CO2 can 'freeze burn' when it comes into contact with skin.

Note:

Even if you manage to extinguish a fire the emergency services should be called to check the area. Also ensure that any part-used extinguishers are replaced.

3.4) FIRST AID

3.4.1 Policy on First Aid

P2G will make provision for training of first aid personnel as necessary to take account of specific hazards and will ensure that, a sufficient number of employees will be given appropriate training to carry out first aid at work duties, as defined below.

Our current arrangements are as follows:

3.4.2 Emergency First Aid at Work Certificate

P2G will ensure that sufficient number of employees are appointed and trained to administer emergency first aid and to take charge of the situation, (e.g. to call an ambulance), if serious injury or major illness occurs at the workplace. The Health and Safety Officer will ensure that refresher training is provided at appropriate intervals, i.e. at least every three years.

3.4.3 First Aid Facilities

A fully stocked first-aid kit is held within the storage cupboard in the kitchen and in company vehicles. Recommended minimum contents are as follows.

Suggested Contents for First Aid Kits

ITEM	NUMBER OF EMPLOYEES
	11-50
	1
Sterile Adhesive Dressing	40
Eye Pad	4
Sterile Triangular Bandage	4
Safety Pins	12
Sterile Medium Dressing	8
Sterile Dressing	4

The Health and Safety Officer will be responsible for maintaining the contents of the kit and vehicle drivers will be responsible for maintaining the contents of their own kits.

3.4.4 First Aid Information

All persons within the workplace will be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel.

Notices will be displayed on the designated safety notice board providing information including the names of the first aiders.

Information on first aid will also be included in the induction programme for any new employees and existing employees will be informed by the Health and Safety Officer or their Manager of any changes which are made.

3.5) HAZARDOUS SUBSTANCES

3.5.1 Hazardous substances (as defined by the Control of Substances Hazardous to Health Regulations 2002) will only be used by P2G where this is found to be unavoidable. Every effort will be made to ensure that, so far as possible, non-hazardous substances are purchased for use or, where there is no non-hazardous substance which is suitable, that the least hazardous substance is obtained.

3.5.2 The quantities of hazardous substances stored and used within the workplace will be the minimum quantities consistent with the needs of the company and with sound commercial purchasing practice.

3.5.3 The Health and Safety Officer will identify all hazardous substances to which persons may be exposed. They will then compile a register of all such substances. The Health and Safety Officer will obtain suppliers/manufacturers' safety data sheets for each substance, which suppliers must provide by law. These outline the hazards of the substance, also indicating any precautions which are necessary.

3.5.4 Before any hazardous substance is brought onto the premises for the first-time manufacturers/suppliers' safety data sheets will be obtained and suitable judgements made of the necessity for, and utility of, the substance.

NOTE

The cleaning contractor will follow a similar procedure as outlined above for the products purchased by them, but used on Workforce premises. The Health and Safety Officer will carry out an induction for the cleaning contractor, in a similar manner to that carried out for the employees, and will also confirm that they have obtained sufficient information regarding the safe use of cleaning products.

3.6) RISK ASSESSMENTS

3.6.1 As the first step in making such assessments, Managers will identify all significant hazards within the workplace. Where required this will be in conjunction with the Health and Safety Officer and with guidance from the CFO.

3.6.2 Where possible, these hazards will be eliminated by such means as reasonably practicable.

3.6.3 Records of risk assessments will be kept by the Health and Safety Officer and reviewed on an annual basis in order to ensure they are kept up to date.

3.6.4 The findings of the assessments will be integrated into the general safety training and induction programme to ensure that employees are fully aware of hazards within the workplace, and the necessary control measures.

3.6.5 Specific Assessments

Where any further assessment is necessary, either due to specific areas of risk or legislative requirements, the Health and Safety Officer will arrange to carry out the necessary assessment, seeking further specialist advice if required. Following the assessment, the relevant findings will be forwarded to the Health and Safety Officer who will ensure that the necessary actions are implemented.

Examples of specific assessments may include:

- Manual Handling
- Fire Safety
- Display Screen Equipment

3.7) MANUAL HANDLING

- 3.7.1** P2G will endeavour to avoid, as far as reasonably practicable, any manual handling activity which presents a significant risk of injury. Elimination of lifting, automation or mechanical aids will be considered wherever reasonably practicable.
- 3.7.2** An assessment will be carried out by Managers or Health and Safety Officer for all remaining tasks which pose significant risk of injury.
- 3.7.3** The assessment process will seek to reduce the risk of injury to the lowest reasonably practicable level by identifying suitable control measures.
- 3.7.4** The Health and Safety Officer will arrange for appropriate manual handling training for all employees who may be at risk. The training will include an awareness of the factors to consider in making a simple assessment of risk and the need to avoid injury by adopting safe lifting and handling techniques.

3.8) DISPLAY SCREEN EQUIPMENT

- 3.8.1** Display screen equipment is used extensively within P2G however, not all employees who use this equipment will be classified as a 'user' under the Health and Safety (Display Screen Equipment) Regulations 1992. Therefore the full extent of these Regulations may not apply in all cases.
- 3.8.2** In order to determine whether or not they fall into this category, all employees who use display screen equipment are required to complete an Employee Assessment which will then be returned to the Health and Safety Officer. From the information on the form, the Health and Safety Officer will identify all designated users within P2G.
- 3.8.3** All users will be required to carry out an assessment of their own workstation under the guidance of the Health and Safety Officer where necessary. Each Team Manager will be responsible for ensuring that any control measures identified by the assessment are actioned as necessary.
- 3.8.4** All users (excluding employees on probation and employees working their notice) are entitled under the Regulations to an eyesight test, to be carried out by a registered practitioner, at the organisation's expense (up to £60). The results of all such tests will be collated by the Health and Safety Officer. Tests should be carried out at regular intervals (as advised by the optician). Costs are subject to Director's approval and can be repeated every 3 years.

3.9) TRAINING

- 3.9.1** The Health and Safety Officer, in conjunction with the relevant Managers will ensure that every employee receives appropriate health and safety training which must include:-
- a) Details of:

- all fire exits, and fire assembly points, the location of the first aid facilities and the identity of the first aider
- the location of fire extinguishers and the appropriate use of the various types of extinguisher
- the location of toilet and washing facilities
- the location of the health and safety notice board

b) an explanation of the:

- the procedure to be observed in the event of accident
- the disciplinary procedures which may result from breaches of health and safety rules.

c) Briefing on the Company's Health and Safety Policy Manual and the opportunity to ask any questions regarding its contents. The employee must also be shown how to access the health and safety policy via the remote storage facility in order to read the document in detail if required.

d) Instruction in:

- safe manual lifting and handling
- safe use of hazardous substances
- safe use of display screen equipment
- the importance of maintaining company vehicles, where applicable.

3.9.2 The relevant Team Manager will be responsible for monitoring the performance of employees and for identifying any need for further, refresher, or alternative training.

3.9.3 The Health and Safety Officer will ensure that appropriate training records are kept and that the records contain such details as employee's name, type of training provided, name of trainer, date of training (and of any subsequent refresher training).

3.9.4 In any situation where employees are required to be specifically authorised to undertake certain activities, such authorisation shall be given by the relevant Director after the appropriate training has been provided.

3.10) WORKPLACE INSPECTIONS

Regular inspections will help to maintain standards of housekeeping and welfare arrangements within the workplace and will help to ensure compliance with the requirements of the Health and Safety at Work etc Act 1974 and the various regulations made under it.

3.10.1 Each Manager is responsible for ensuring that an appropriate number of inspections are made within their areas of responsibility.

3.10.2 The Health and Safety Officer will keep a written record of all such inspections and is responsible for ensuring that any remedial action identified as a result of the inspection is actioned.

3.10.3 An annual safety audit will be arranged by the Health and Safety Officer.

This audit will review not only workplace conditions but also health and safety documentation and management systems. Following this audit, a report will be produced with an action plan for a yearly programme of health and safety improvements within the company.

3.11) DRIVING AT WORK

3.11.1 P2G Driving at Work Policy applies to all company vehicles whether personally allocated or pool vehicles. Relevant sections also apply where private vehicles are used on company business.

3.11.2 Prior to being authorised to drive on company business, the driver is required to submit their licence to the People and Compliance Manager. A copy of the licence will be taken and held on the employee's personal file. Only employees of P2G are permitted to use company vehicles.

- 3.11.3** Should a privately owned vehicle be used on company business, it is the responsibility of the driver to ensure that the relevant insurance cover for business use is in place. An up to date copy of the insurance certificate must also be submitted to the People and Compliance Manager for inspection and kept on file with the copy of the employee's driving licence.
- 3.11.4** Employee's driving licences and where applicable relevant insurance documents are subject to an annual check by People and Compliance Manager. All company drivers must submit the required documentation upon request from the People and Compliance Manager.
- 3.11.5** It is the responsibility of all company drivers to ensure that they are medically fit, and do not have any health issues which may affect their ability to drive safely. If this is the case, or where there is any doubt as to their fitness to drive, they must declare it immediately to the People and Compliance Manager. Likewise, the employee must also disclose if they are taking any medication, prescribed or otherwise, which may affect their driving ability.
- 3.11.6** Drivers must also ensure that their eyesight meets the required Department of Transport standard, and drivers should be aware that it is an offence to drive a vehicle on the road with inadequate vision.
- 3.11.7** Company drivers must immediately inform the People and Compliance Manager if they have any convictions for a road traffic offence, pending prosecutions, or have committed any violations under the Road Traffic Act or associated legislation.
- 3.11.8** Irrespective of whether the vehicle is company owned, privately owned or is a pool car, it is the responsibility of the driver to ensure that it is roadworthy and meets all relevant legal requirements prior to driving. These include the following: -
- An up to date road fund licence.
 - MOT test certificate where relevant (for example; where the vehicle is over three years old).
 - Sufficient tread on tyres (i.e., legal minimum of 1.6mm/recommended minimum of 3mm of tread across width of tyre), no cuts or distortion of the tyre wall.

 - All lights, brake lights and indicators working.

 - Horn and seat belts working correctly.

 - Brakes and handbrake working correctly.
 - If the employee is likely to use their own vehicle for any business purposes other than commuting they must ensure that their insurance covers them to do this.
- 3.11.10** Any defects to the vehicle must be reported immediately to the Director – Declan Ross-Thomas. Should any damage be sustained or deficiency occur whilst driving, this must be reported as soon as possible to the relevant Director.
- 3.11.11** Journeys should not be undertaken unless absolutely necessary where poor weather conditions may affect the safety of the driver or other road users. Where there is any doubt the People and Compliance Manager should be consulted.
- 3.11.12** It is also the responsibility of the driver to ensure that they do not drive whilst feeling tired i.e., through long journeys. It is strongly recommended that regular breaks are considered when planning long journeys. As a general guide it is recommended that at least a ten-minute break away from the vehicle is taken every two hours of continuous driving.
- 3.11.13** Drivers are reminded that it is a criminal offence to use a hand held mobile telephone or similar device whilst driving or in control of a vehicle. It is also a criminal offence for the driver to be distracted whilst carrying out an 'avoidable activity' whilst driving. This could include for example, the following activities:
- Eating and drinking at the wheel.
 - Adjusting a satellite navigation device.
 - Making or answering a call from a hands-free kit/telephone.
 - Any other avoidable activity e.g., reading, apply make-up etc.

All these activities are strongly discouraged by P2G. Should an accident occur whilst the driver is carrying out any such activity, the driver could be prosecuted and disciplinary action may be taken by the company.

- 3.11.14** Drivers are reminded that they must obey any relevant road traffic legislation or guidance whilst driving on company business and that failure to do so may be treated as a disciplinary matter. Drivers are also required to treat all company vehicles with respect and drive in a manner which reflects the good name and reputation of P2G.
- 3.11.15** Unauthorised passengers or goods must not be carried in any company vehicle, unless specifically authorised by a Director.
- 3.11.16** All company vehicles and hire vehicles have prearranged breakdown and accident recovery arrangements which are specific to the vehicle. It is the responsibility of all drivers of company vehicles and hire cars to ensure that they are fully aware of the breakdown and accident recovery arrangements for the vehicle prior to embarking on any journey.

Should a privately owned vehicle be used on company business, it is the responsibility of the driver to ensure that appropriate breakdown and accident recovery arrangements are in place for the vehicle.

- 3.11.17** In the event of a reportable accident to a vehicle being used for company business, it is the driver's responsibility wherever possible to contact the police and to remain with the vehicle if safe to do so until the police arrive. The driver should co-operate fully with the police or other emergency services personnel and observe any reasonable request.

In the case of any accident, please follow the guidelines provided to you by the People and Compliance Manager on who to inform at P2G.

3.12) CONTROL OF CONTRACTORS

It is the policy of P2G to ensure the health and safety not only of our employees, members and visitors, but also the health and safety of the contractors we may employ, from time to time.

In order to implement this policy, the Health and Safety Officer will:

- 3.12.1** Request information from the contractor on their health and safety policy and procedures, their director responsible for safety and their safety arrangements.
- 3.12.2** Request copies of their insurance cover certificates in respect of employers' liability and third-party risks.
- 3.12.3** Establish rules and guidelines for their activities whilst on P2G premises.
- 3.12.4** Make available at reception a copy of the policy and ensure contractors are aware of how they view this.

APPENDIX

Blank forms and checklists referred to in the Safety Policy Manual

1. INTERNAL ACCIDENT REPORT FORM
2. RISK ASSESSMENT (General)
3. DISPLAY SCREEN EQUIPMENT
4. INDUCTION TRAINING CHECKLIST
5. EXPECTANT MOTHER RISK ASSESMENT
6. KEY CONTACTS
7. COVID COMPLIANCY CHECKLIST

INTERNAL ACCIDENT REPORT FORM

INCIDENT No. (Yr / No., e.g. 97/001)	
DATE OF INCIDENT	

INVESTIGATION TEAM
Person responsible for investigation:
Others:

INVESTIGATION CHECKLIST		
	YES	NO
1. Was injured person performing normal duties?		
2. Was injured person fully conversant with work practice & equipment?		
3. If spectacle wearer, were they being worn?		
4. Was the injured person suffering from any illness?		
5. Was the injured person taking any medication?		
6. Was the incident witnessed by anyone?		
7. If answer to 6 is "Yes", then has a statement been obtained?		
8. Has the incident site been preserved?		
9. Where moving machinery or hand tools involved?		
10. Were any machine parts or hand tools in a dangerous condition?		
11. Were photographs of the incident area taken?		
12. Was personal protective equipment available?		
13. Was safety equipment available?		
14. Was any other machinery/plant involved?		
15. Did another person's actions contribute or influence the incident?		
16. Were correct work procedures being followed?		
17. Were correct safety procedures being followed?		
18. Has there been any recent change to normal working practice?		
19. Were any new procedures or developments being introduced?		
20. Was the injured person working in an unusual environment?		

OTHER OBSERVATIONS / NOTES

INCIDENT INVESTIGATION RESULTS

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CONCLUSIONS

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RECOMMENDATIONS AND ACTION SCHEDULES

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Signed:

Date:

ACCIDENT CLASSIFICATION

Minor accident (treatment required, no work time lost)

Lost Time accident (unable to work remainder of shift & up to seven days thereafter – including non-work days)

RIDDOR Reportable

RISK ASSESSMENT (General)

header

Persons at Risk	Existing Controls, Safe Work Procedures & Reference to Safe System of Work (Where applicable)	Risk Rating			Further Action	Date Completed
		L	C	Total		
	•				•	
	•				•	
	•				•	
	•				•	
	•				•	
	•				•	

Risk Level Rating

Likelihood	Consequence	Risk Rating	
1 – Remote	1 – Damage/Loss of Production	16	High Intolerable risk, an alternative method must be employed before work commences.
2 – Possible	2 – Minor Injury	9-12	Medium significant risks, risk reduction methods must be implemented or alternative methods employed.
3 – Likely	3 – Lost time Injury	3-8	Minor Reasonable risk with harmful consequences which require further controls and monitoring.
4 – Certain	4 – Fatality/ Major Injury	1-2	Low No action required at the present time, subject to review.

Footer

Assessed By:	Date:	Authorised By:	Date Next Review Due:
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DISPLAY SCREEN EQUIPMENT

HEALTH AND SAFETY (DISPLAY SCREEN EQUIPMENT) REGULATIONS 1992 EMPLOYEE ASSESSMENT			
Company Name:			
Name of Employee:		Length of Time in Post:	
Job Title:		Department:	
Assessors Name:		Date:	
1.	Does individual depend on use of DSE to do job, there being no readily available alternative for achieving the same results?		YES/NO*
2.	Has individual any discretion as to the use or non-use of DSE?		YES/NO*
3.	Does individual need significant training and/or particular skills in the use of DSE to do the job?		YES/NO*
4.	Is the equipment normally used for continuous spells of 1 hour or more at a time?		YES/NO*
5.	Is equipment used for more than half the operatives working day?		YES/NO*
6.	Is equipment used this way more or less daily?		YES/NO*
7.	Is fast transfer of information between user and screen an important requirement of the job?		YES/NO*
8.	Does the use of DSE require high levels of concentration from user, e.g. where consequences of error may be critical?		YES/NO*

**Delete as appropriate*

Signature of employee being assessed:	
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<p>Where the answer to most of the above questions is 'YES', then the person concerned is a 'User' as defined in Regulation 1, Health and Safety (Display Screen Equipment) Regulations 1992.</p> <p style="text-align: center;">I certify that the above named employee <i>is/is not</i>*, a 'User' of Display Screen Equipment (Regulation 1 – Health and Safety (Display Screen Equipment) Regulations 1992).</p>	
Signed:	
Position in Company:	

WORKSTATION AND LAPTOP ASSESSMENT NO:

QUESTIONS TO CONSIDER <i>(if the answer is 'NO' consider the level of risk)</i>	Y/ N	Level of Risk N/A Low Med High	Comments/Action required
WORKSTATION EQUIPMENT			
Display Screen Terminal: (does everyone have workstations? Anyone work on laptops? If so do they have docking stations or do you need to separate this out			
- Is it adjustable?			
- Is there brightness/contrast control?			
- Is it free from glare/reflection?			
- Is the image stable/readable?			
Keyboard/Mouse:			
- Is it adjustable/stable?			
- Is it separate from the screen?			
- Is it non-reflective?			
- Are keys indented/legible/in contrast?			
- Is mouse/tracker ball etc suitable for tasks it is used for?			
- Is device positioned close to the user?			
- Does the device work smoothly at a speed that suits the user?			
- Can the user easily adjust speeds of pointer/operation?			
- Is there sufficient space to support arms/wrists?			
Work Desk or Surface: Does it have?			
- A sufficient work area?			
- A matt finish?			
- A suitable height (or adjustable)?			
- Document holder (if required)?			
Work Chair: Is it?			
- Stable?			
- Free to move?			
- Adjustable. Does the operator use backrest?			
- Provided with a foot rest?			
WORKSTATION ENVIRONMENT			
- Free from constraints on posture?			
- Adequate lighting conditions?			
- Free from reflections and glare?			
- Free from distracting noise?			
- Comfortable temperature?			
- Sufficient air movement/fresh air?			
USER/DSE INTERFACE			
- Is the software suitable for the purpose?			
- Is there variety in the task (ie away from DSE)?			
- Is the task under the control of the user?			
- Is workload realistic?			
- Has user received sufficient training?			
- Does the user have the opportunity to raise concerns?			
- Does the user have the opportunity to discuss task design?			
- Is the user free from aches/pains/tingling in neck/arms/shoulders/wrists/back?			
- Is the user free from any visual problems?			

Assessors Name: _____

User Name: _____ Signature: _____

Job title: _____ Date: _____

REMEDIAL ACTIONS COMPLETED:

Responsible Persons _____ Signature _____

Name: _____

Job title: _____ Date: _____

EMPLOYEE INDUCTION RECORD

Has the employee been shown:

Fire Exits	<input type="checkbox"/>	Rest Room	<input type="checkbox"/>
Safety Notice Boards	<input type="checkbox"/>	Accident Book	<input type="checkbox"/>
First Aid Equipment	<input type="checkbox"/>	Safety Equipment	<input type="checkbox"/>
Protective Clothing	<input type="checkbox"/>	Toilets	<input type="checkbox"/>
Staff Location Board	<input type="checkbox"/>	COSHH Information	<input type="checkbox"/>
Alarm Points	<input type="checkbox"/>	Assembly Points	<input type="checkbox"/>
Signs and Notices	<input type="checkbox"/>	Covid policy	<input type="checkbox"/>

Does the employee understand the Company's requirements on,

Fire Procedures	<input type="checkbox"/>	Accident Reporting	<input type="checkbox"/>
Disciplinary Procedures	<input type="checkbox"/>	Relevant Legislation	<input type="checkbox"/>

Does the employee understand the precautions and procedures regarding the following:

Manual Handling	<input type="checkbox"/>	Display Screen Equipment	<input type="checkbox"/>
Slips, trips and falls	<input type="checkbox"/>	Hazardous Substances	<input type="checkbox"/>
Security Arrangements	<input type="checkbox"/>	Electrical Safety	<input type="checkbox"/>
Fire	<input type="checkbox"/>		

Has the employee received, read and understood the P2G

Health and Safety Policy Manual which fully explains the above?

Manager to sign

Employee to sign

Date

EXPECTANT MOTHER RISK ASSESMENT

RISK ASSESSMENT FOR NEW AND EXPECTANT MOTHERS AT WORK

Carried out by:	
Date of Assessment:	
Name of Employee:	
Job Title:	
Reports to:	

	PHYSICAL RISKS/WORKING CONDITIONS	CONTROL MEASURES/ HOW TO AVOID RISKS
1.	<p>MOVEMENTS & POSTURES: Pregnancy can increase risk of conditions such as thrombosis or backache from prolonged work, poor posture and excessive movement. Pregnancy may affect the ability to stand or sit still for long periods in comfort and safety.</p>	
2.	<p>SITTING FOR LONG PERIODS: Pregnancy specific changes may increase the risk of thrombosis or embolism, particularly with constant sitting. In the later stages, backache may become a problem.</p>	
3.	<p>MANUAL HANDLING: (eg lifting A4 lever-arch files off shelves above head-height and off the floor at the side of the desk). Hormonal changes can affect ligaments increasing susceptibility to injury. Postural problems will increase as pregnancy progresses.</p>	
4.	<p>VISIT TO SHOP-FLOOR: (eg to speak to employees regarding payroll queries): Risk of slips, trips etc on shop-floor. Risk of falling will increase in later stages.</p>	
5.	<p>HAZARDOUS SUBSTANCES: Certain substances / biological agents may be harmful to unborn child if mother is exposed during pregnancy.</p>	
6.	<p>FACILITIES: The following facilities / arrangements should be considered.</p> <p style="margin-left: 20px;">I. Rest facilities - both physical and mental rest is important for new / expectant mothers. Tiredness will increase during pregnancy.</p>	
	<p style="margin-left: 20px;">II. Hygiene facilities – Easy access to toilet facilities will be required. There may be a need for pregnant females to use the toilet more often.</p>	
	<p style="margin-left: 20px;">III. Storage facilities – access to appropriate facilities for breastfeeding mothers to express and store breast milk may need to be considered.</p>	
7.	<p>WORKING HOURS: Mental and physical fatigue will be increased by long working hours or by shift and night work.</p>	

PHYSICAL RISKS/WORKING CONDITIONS		CONTROL MEASURES/ HOW TO AVOID RISKS
8.	EXPOSURE TO CIGARETTE SMOKE (passive smoking): Exposure to cigarette smoke is a known risk to pregnancy.	
9.	EXTREMES OF HEAT: Extremes of both hot and cold may be a hazard to pregnant women and unborn children. These should be avoided wherever possible.	
10.	USE OF DISPLAY SCREEN EQUIPMENT (D.S.E.) Despite some concerns, there is no medical evidence that the use of D.S.E. screens pose any risk to unborn child. Anxieties regarding radiation emissions from screen have been proved to be unfounded.	
11.	WORKING ALONE: Pregnant women are more likely to need urgent medical attention, and should not be left to work alone without supervision or means of communication.	

Signed.....

Assessor

Date:

Signed.....

Responsible Manager

Date:

KEY CONTACTS:

First Aider: [input details below including name, job title and contact number]

Fire Marshall: [input details below including name, job title and contact number]

Health and Safety Officer: [input details below including name, job title and contact number]

Mental Health First Aider: [input details below including name, job title and contact number]

Office Monitoring: [input details below including name, job title and contact number]

COVID checklist for visitors and staff

In light of the rapidly evolving Coronavirus pandemic, and the increasing numbers of UK citizens affected, P2G has implemented a short questionnaire to ensure the Health and Safety of all employees, customers and visitors.

What to expect when visiting us:

- With immediate effect, anyone who is experiencing flu-like symptoms, including fever, is advised not to visit our office including support functions and office-based locations.
- Before visiting our office, please make sure:
 - That you are not displaying flu-like symptoms;
 - That you have not returned to the UK in the last 14 days from an area listed in Public Health England's Guidance.
 - You have not been in contact with colleagues, family or friends who have returned from one of those areas or have been in contact with anyone who has been diagnosed with COVID-19;

All site visitors are expected to follow increased levels of personal hygiene:

- Wash your hands on arrival and departure or use hand sanitiser provided
- Avoid shaking hands and physical contact and maintain social distancing where possible
- Agree for the temperature screening check on arrival.

We recommend that you continue to follow updates and latest advice on how to protect yourself through Government announcements, Public Health England and the NHS.