



# SAPPHIRE SERVICES (KENT) LTD

## HEALTH, SAFETY & ENVIRONMENT AT WORK (Schedule 2)

### INTRODUCTION

It is important to ensure that all employees are provided with a safe and healthy place in which to work. This policy is designed to help you understand the safety rules which you must comply with whilst working. It is important to read, understand and implement the various requirements laid down in this document in order to prevent ill health and injury.

**Please be aware that all Workplace health and safety is guided by where you are working. If you are working on site for our clients then all Workplace Health & Safety in this policy is superseded by the clients Workplace Health and Safety rules and guidance.**

### THE LAW

The Health and Safety at Work etc. Act 1974 is the principal statute for ensuring that appropriate health and safety standards exist within the U.K. This is supplemented by more specific legal requirements contained in Regulations which relate to office environment, such as The Management of Health and Safety at Work Regulations, Workplace Regulations, Provision and Use of Work Equipment Regulations, Display Equipment Regulations and others. The law says, **“you must take reasonable care of the health and safety of yourself and of other persons who may be affected by your acts or omissions at work”**. It goes on to state that **“you must not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare”**. For example, you are not allowed to misuse or interfere with fire equipment which is there to help protect people if a fire breaks out. You will find a poster displayed within the building entitled **“Health and Safety Law”** which summarises the main legal aspects relating to health and safety. You should consult this poster for more detailed information on the legal requirements relating to the office.

### Welfare Provisions

Sapphire Services (Kent) Ltd. guarantees that the standards and policies will be following the law.

The company shall ensure an ethical and just working environment for the employees.

The company **MUST** educate the employees about their rights at the time of joining the company.

The employees shall have a clean, safe, secure, and healthy working environment at all times.

- The employees shall have all-time access to the water and lavatory facilities without any restrictions.
- The employees shall have all-time access to clean tap drinking water or from bottled water supplied.
- The employees shall have all-time access to an area for breaks/lunch including kitchen facilities.

*Workplace health, safety and welfare. Workplace (Health, Safety and Welfare) Regulations 1992.*

*Approved Code of Practice and guidance L24 HSE Books 1992 ISBN 978 0 7176 0413 5*

### Health & Wellbeing

Sapphire Services has a duty of care to support the health, safety and wellbeing of its employees. There are many factors that influence the health and wellbeing of staff.

Understanding and overcoming these issues can result in a range of benefits for both individuals and the wider business. Mental wellbeing is relevant for all employees, which means every member of staff can play a part in improving wellbeing in the workplace. By addressing mental health issues, businesses can improve the general wellbeing of employees We are committed to;



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Offering support to employees by:

- Making flexible working hours available
- Setting realistic targets and deadlines for staff to prevent long working hours
- Creating a culture that supports the wellbeing of all employees
- Offering help, support and guidance to those with a mental health issue
- Assisting those returning to work after a period of mental ill health

Supporting those coming back to work by:

- Making any necessary adjustments to the role/environment including phased returns
- Establishing agreed recruitment practices
- Retaining and supporting staff who develop mental ill health
- Raising awareness of long term health conditions, both physical and mental amongst staff and managers

Sapphire Services will ensure that every Employee has access to our commitments above. (Also refer to our equal opportunity policy)

## **ACCIDENT REPORTING (Riddor)**

<https://www.legislation.gov.uk/ukxi/2013/1471/contents>

### **Policy brief & purpose**

Our policy is designed to outline the purpose and procedure for reporting any on-the-job accidents. The company is committed to enforce all to avoid such occurrences and expects employees to comply. However, accidents are sometimes inevitable. Our provision in this case is to ensure all accidents are reported timely so they can be investigated properly, and preventative measures can be reviewed and reinforced.

### **Scope**

This accident report policy affects all employees and visitor.

### **Policy elements**

On-the-job accidents that must be reported include any incidents that may cause minor or severe injuries or incidents that are results of negligence or inadequate safety precautions. The victims may be employees who were injured while performing their duties or other people that were on company premises or vehicles.

Accidents must be reported as soon as possible to expedite investigation and increase likelihood of important findings. The sooner the cause or details of the accident are identified, the sooner the company can establish preventative measures for the future.

Sapphire Services holds the following within the office and is identified by the First Aid sign displayed. Which also displays the name of the First Aider. All out reach working employees have First Aid bags in their cars.

- Fully equipped First Aid Box (which is Checked for contents every month)
- Accident reporting book (see below\*)

When an employee witnesses or is involved in an incident they must report it to their immediate supervisor, HR department (personally, in writing or by phone if the accident occurred remotely) within one week. If the employee anticipates an accident due to perceived negligence or inadequate safety, they must notify their supervisors or HR department as soon as possible so the accident can be prevented.



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Depending on the incident, official forms may have to be completed and submitted. The accident and any sustained injuries must be recorded to an accident database or file. The officials responsible must initiate an investigation or request an investigation from authorities if appropriate.

\*The employee reporting the accident must cooperate if called in for questioning to provide details needed. As a rule, the employee must provide information in the incident report as accurately as possible on the following:

- the date and method of reporting.
- the date, time and place of the event.
- personal details of those involved.
- a brief description of the nature of the event or disease.

## The following types of injury will be reported under RIDDOR.

- The death of any person. ...
- Specified, reportable injuries to workers. ...
- Over-7-day incapacitation of a worker. ...
- Over-3-day incapacitation. ...
- Non-fatal accidents to people other than workers. ...
- Carcinogens, mutagens and biological agents.

Employees are encouraged to give feedback on any area to improve our service.

## FIRE EMERGENCY PROCEDURES

Sapphire Services rents office facilities from within an external business (H.E. Services). We follow their emergency procedures and their elected fire safety officers as agreed. We walk and talk through these emergency procedures with all our employees on their first day. All signs and procedures, exits are also displayed and clearly visible for all employees. For information of fire equipment displayed.

## TYPES OF FIRE EXTINGUISHERS

Fire extinguishers are usually colour coded to clearly show the type of fire they are capable of extinguishing (new extinguishers will be painted red, a label on the side will be in colour).

Extinguisher	Colour	Use on
Water	Red	Combustibles e.g. wood, paper, cardboard, fabrics etc.
Dry Powder	Blue	Flammable liquids, gases and electrical equipment.
Carbon Dioxide (CO2)	Black	Electrical and Flammable liquid fires.
Foam	Buff	Flammable liquids, oil, fats and spirits



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## VISUAL DISPLAY UNITS (V.D.U.s)

Using V.D.U.s for long periods of time may result in headaches, eye strain and back problems.

- Make sure that your chair is at the correct height and supports your back properly.
- Don't remain too long in one position - frequently change your position to avoid unnecessary strain.
- Avoid repeated stretching movements.
- Make sure your screen image is sharp and individual characters can be read easily.
- If you normally wear glasses put them on.
- Adjust the brightness to suit lighting conditions and position the screen to avoid reflections.
- Clean the screen regularly to remove dirt and grime.

## ELECTRICAL EQUIPMENT

Electric shock can result in death and therefore electrical equipment should be treated with respect.

- Electric shock placards will be posted in appropriate areas. Read them and get to know how to deal with electric shock and carry out artificial respiration.
- Never tamper with electrical equipment or attempt to make repairs. Remember - even low voltage equipment can be dangerous.
- Check cables and equipment for damage, loose connections, exposed wiring etc. If you discover a fault - switch off the appliance and report the matter immediately.
- Always keep electrical cupboard doors and panels closed and make sure covers protecting electrical apparatus remain securely in place.
- Make sure trailing cables particularly behind computer and word processing equipment has been neatly installed. All trailing cables should be kept to a minimum and positioned to prevent people tripping over them.
- Never overload the circuit by attaching too many appliances. Remember standard socket outlets can take a maximum of 13 amps - so check the rating of the equipment before adding it to the system.
- Switch off and disconnect any equipment which is overheating - and report it immediately. - Always unplug, or if this is not possible switch off, all non-essential electrical equipment before leaving the office.

Every year many people are killed in fire - not by flame but from thick toxic smoke given off during combustion which spreads rapidly through the building. You must adhere to the following simple fire precautions to minimise the risk.

- Listen carefully to appropriate instruction and training on the correct use of fighting equipment and evacuation procedures.
  - Get to know the location and types of extinguishers in your immediate area and make sure that they are kept clear of obstructions.
  - Never wedge open fire doors - even in hot weather, and always check that your fire escape route is not blocked or impeded.
  - Find out where the nearest escape routes are so that you know which route to follow in an emergency.
- Always extinguish sources of ignition properly - such as cigarettes, matches etc.  
Unplug or switch off all non-essential electrical appliances and close doors when you leave at night.
- Read the fire instructions displayed in the office and get to know the fire warning signal.
  - Fighting fires can be dangerous - only tackle small fires which can be extinguished easily after you have activated the fire alarm.



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- If you hear the alarm, immediately evacuate the office and make other personnel in the building aware. Remember stay calm and walk - don't run.
- Don't spend time clearing desks or collecting personal belongings. Leave by the quickest or safest exit and close doors behind you to restrict the spread of fire and smoke.
- All personnel must make their way to the designated Assembly Point at the far end of the car park and make themselves known to the senior person who will check all personnel are accounted for.

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## HEALTH HAZARDS

There are several substances used around the office including cleaning liquids which may be harmful to health if used improperly.

- Always read the instructions on the container or data sheet and follow the advice given.
- Never sniff containers to find out what is in them.
- Ensure there is adequate ventilation or wear suitable respiratory protective equipment when using substances which give off harmful vapour.
- When harmful liquids spill, the evaporating surface increases allowing greater amounts of vapour to escape. Wear suitable protective clothing when mopping up spills and keep other personnel clear until the liquid has been removed and the area ventilated.
- Never put harmful substances in unmarked containers in case it is mistaken for something else.
- Always make sure that lids and caps are replaced immediately after use and store the container in a safe place.

## PROTECTIVE CLOTHING

Suitable protective clothing will be provided if a task requires it - consult your supervisor if in doubt.

- Check the general condition of any protective clothing before wearing it and report any defects.
- Make sure things like eye protection, respirators, ear defenders etc. fit properly and keep them on whilst exposed to risk.
- Clean and disinfect equipment, where necessary, and return it to its proper storage place when not in use.



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## FIRST AID/REPORTING INJURIES

Proper provision has been made for treating injuries sustained in the office. Consult the notice displayed in various parts of the building which gives details of first aid arrangements.

- Get to know where the first aid equipment is kept and who to contact if someone is injured.
- Don't interfere with or misuse first aid equipment.
- Always report injuries to your immediate supervisor - no matter how slight. If you receive treatment, make sure it is recorded in the Accident Book (BI 510).
- Co-operate with any subsequent accident investigation so that the cause can be established and appropriate remedial action taken to prevent a recurrence.

## TOILET FACILITIES

These are provided in accordance with the standards detailed under the Workplace Health, Safety and Welfare Regulations.

- Keep them clean and report any defects or missing items such as soap, towels, paper etc.
- Paper used for drying hands must be disposed of in the receptacles provided.
- Maintain good personal hygiene by washing your hands after using toilet facilities.
- Do not drink tap water unless it is specifically marked "Drinking Water".

  
Signed  
John Fletcher  
Company Director

Date 3<sup>rd</sup> January 2025

Review date for this document 3<sup>rd</sup> January 2026 or when circumstance / legislation indicates.