



Inspired Sisters

Health and Safety

2005

Policy Statement - January 2005

It is the policy of the Company to place great importance on the safety of its employees and others, considering this as a management responsibility equal to that of any other management function. In the design, construction, operation and maintenance of all plant, equipment and facilities, management are to do everything that is reasonably practicable to prevent personal injuries and ill health to its employees, clients, visitors, contractors and members of the public. To this end, management will provide such training and equipment as is necessary to enable employees to work safely.

The Company will carry out such Assessments as may be necessary for the identification of hazards and the control of risks.

Employees are expected to behave responsibly and take reasonable care for their own health and safety at work and to co-operate with management to create a safe and healthy working environment.

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General

Inspired Sisters shall ensure that all reasonable precautions are taken to provide and maintain working conditions, which are safe, healthy and comply with all statutory requirements and codes of practice, across the whole range of its group of companies.

Inspired Sisters policy is to ensure, so far as is reasonably practicable, and the health, safety and welfare of all people on the premises and its customer sites by paying particular attention to:

Adequately maintaining buildings, plant, systems and equipment.

Adhering to safe systems of work.

Providing necessary information, instructions, training and supervision to enable all employees to avoid hazards and contribute positively to health and safety at work.

Arrangements for the safe use, handling, storage and transport of plant, equipment and materials.

Maintaining the place of work in a safe condition.

The maintenance of a working environment that is safe, without risks to health and provides adequate facilities and arrangements for the employee's welfare at work. The co-operation of its health and safety policy interests with other occupiers of shared premises.

Provision of risk assessments/method statements before commencement of on-site contracts.

Organisation and Responsibility

The health and safety of all Directors, Managers, Employees, Visitors and Contractors is ultimately the responsibility of the Managing Director.

Inspired Sisters Directors have charged the Health & Safety Committee with the responsibility for formulating policy, ensuring that legislation is followed, maintaining safety records, investigating accidents and ensuring the Company's obligations in respect of risk assessment, training, control and monitoring of hazardous substances are met.

The Directors are kept informed to ensure that sufficient resources are made available to provide any health and safety equipment, clothing, information and training for employees in order to achieve and maintain the highest possible standards of safety.

Health & Safety Committee

The composition of the Health & Safety Committee is:

Operations Director - Inspired Sisters Limited - Fajer Rabia
Customer Care Director - Inspired Sisters Limited - Aunwell uddin
Centre Managers - Inspired Sisters Limited - Saima Ijaz, Nadia Darrez

The Health and Safety Committee is responsible for:

- Monitoring and reviewing health & safety policy
- Ensuring that legislation is followed
- Monitoring health & safety
- Maintaining safety records
- Investigating accidents
- Ensuring the Company's obligations in respect of risk assessments, health surveillance and training are met
- Company Directors and Centre Managers

Company Directors and Centre Managers are responsible for the safety of employees under their control, irrespective of whether the work is performed on or off the Company's premises.

Company Directors and Centre Managers have a day-to-day responsibility to ensure healthy working conditions in their own areas. They shall ensure that all tasks carried out are performed with the utmost regard for the health and safety of those involved:

Employees are aware of the health and safety policy.

Each new employee is given induction training and/or information on precautions appropriate to their specific jobs.

Tasks are allocated to responsible individuals where they may have to take actions themselves on health and safety issues.

Any accidents are investigated by the Health & Safety Committee with a view to preventive recurrence and are recorded, where necessary.

Health surveillance procedures are satisfactorily maintained.

Regular safety checks, audits, and risk assessments are carried out with assistance from the Health & Safety Committee.

The appropriate people are informed of any changes in working practices, which may affect a health & safety requirement.

Good housekeeping standards are applied.

Employees

All employees have a responsibility to do everything they can to prevent injury to themselves, their colleagues and others affected by their actions or omissions at work. They shall co-operate in compliance with all statutory requirements and policies. They shall report any incidents, likely to lead to injury or damage, and take part in risk assessments.

Any employee who is faced with a conflict between the demands of safety and his/her job should raise the matter immediately with the Directors.

Health & Safety Legislation

There are certain Regulations that have a particular application in Inspired Sisters. These will be dealt with separately in the Company's Procedures and the people affected by these regulations trained and informed. The principal regulations are:

The Health and Safety at Work Act 1989.

The Control of Substances Hazardous to Health Regulations 1994.

The Electricity at Work Regulations 1989.

The 16th Edition of the IEE Building Wiring Regulations.

The Management of Health and Safety at Work Regulations 1992.

The Manual Handling Operations Regulations 1992.

The Health and Safety (Display Screen Equipment) Regulations 1992.

The Health and Safety Construction (Design and Management) Regulations 1994.

The Provision and Use of Work Equipment Regulations 1992.

Compliance

Failure to comply with Inspired Sisters Health & Safety Policies may result in disciplinary action.

Administrative Arrangements

Accidents and Reporting of Accidents

All accidents, no matter how trivial they appear to be, must be entered in the Accident Book.

The Centre Manager in every centre holds the Accident Book.

Full details of all accidents are to be reported to the Centre Manager, who will commence investigation of the circumstances reporting to the Health & Safety Committee, reporting to the relevant legislative bodies, if necessary.

Any near or miss incident that occurs should be reported to the Centre Manager who will be responsible for making a report to the Health & Safety Committee.

In the event of an accident causing injury:

On Company premises:

Details of First Aiders are posted in the Main Office; approach the one on site giving clear details of the circumstances and exact location of the accident.

The messenger will alert the nearest First Aider and call an ambulance as required.

The ambulance crew will need to park on the main road.

Stay with the casualty, keep calm and provide reassurance to the casualty.

On Customer Sites:

The Risk Assessment/Method Statement will include details for accident procedure on customer sites; it will need to be tailored to individual site requirements.

The address and contact telephone numbers for legislative bodies for Manchester are:

Health & Safety Executive
29 Princess Street
Manchester
M2 4EW
Telephone: 0161 236 3344

First Aid

Managers will ensure that all employees are aware of the location of First Aid Boxes nearest to their work areas.

Names of First Aiders are: Saima Ejaz, Yasmin Akram, Nadia Darrez

These First Aiders must be involved in any situation, which may lead to the treatment of any employee who either has an accident or becomes ill.

Employees should make themselves aware of the identity and location of their nearest First Aider. Any medical condition that may affect emergency treatment given is to be reported to this First Aider.

The nearest A&E establishment, to the offices at Beresford Road, is:

Manchester Royal Infirmary
Oxford Road
Manchester
M13 9WL
0161 276 1234

Fire and Emergency

If you discover a Fire:

Any Site:

Inform a member of staff, who will inform Emergency Services.

If the fire is small, and if it is safe to do so, attack the fire with the appropriate extinguisher/.

Leave the building immediately, the senior person in each suite is to ensure that no one is left behind and all windows and doors are closed behind them.

Do not stop to gather personal belongings

Do not use the lifts

Do not re-enter the buildings

Proceed to the assembly point at the left hand side of Duncan Road

Customer Site:

As detailed by the risk assessment/method statement for the contract or as directed by responsible officers of the customer. The landlords of the properties, for which notice is given, test all fire alarms from time to time.

Arrangements for Medical & Health Care

Inspired Sisters does not currently operate a group membership scheme for Medical & Health Care, however, this may change in the future and details will be notified. Employees are encouraged to discuss any concerns about work related illnesses with the Directors in the first instance.

Inspired Sisters encourages employees to keep themselves fit and allows time for organised sport to be played occasionally.

Eye Sight Tests

All frequent Display Screen Equipment users are entitled to have their eyes tested. They are to make an appointment with their own optician and on production of a receipt they will be reimburse.

If, in the opinion of the optician, special corrective spectacles are required specifically for DSE use, The Company will contribute £50 (inc. any tax). The Company's contribution in this respect will be reviewed at regular intervals.

It is Inspired Sisters policy to make eye tests available to all DSE users in accordance with current legislation; more frequent testing will be considered if there is good reason to believe that it may be necessary.

Health & Safety Training

Training contributes to the Company's health and safety culture and will be provided at all levels, including senior management.

Training will include basic skills training, specific job training in health and safety and emergency procedures. Training needs will be identified through the risk assessment procedure.

All new employees shall receive basic training on induction, including arrangements for first aid, fire and evacuation.

Further training may be necessary if an employee takes on new responsibilities or where there is a change in work activity or the work environment.

Health & Safety - Company Procedures

- Health & Safety Information for Contractors
- Contractors Obligations
- Health & Safety Information for all Visitors
- Security Arrangements
- Fire & Evacuation Procedures
- First Aid Facilities
- Health & Safety Information for Employees
- Good Housekeeping
- Electrical Equipment
- Office Machinery
- Preventing Fires
- No Smoking Policy
- Alcohol & Drugs
- Chemicals Security

Health & Safety Information for Contractors

Inspired Sisters policy is to ensure, so far as reasonably practicable, the health, safety and welfare of all people on its premises by:

Adequately maintaining buildings, plant and equipment.

Adhering to safe systems of work.

Providing necessary information, instructions, training and supervision to enable all people on its premises to avoid hazards and contribute positively to the safety and health at work.

Arranging for safe use, handling, storage and transport of plant, equipment and materials.

Ensuring contractor competence.

Ensuring that appropriate safety instructions are given to contractors and visitors to Inspired Sisters' premises.

Contractors Obligations

The Contractor is to comply with the Health & Safety of Work Act 1974 and all other relevant health and safety requirements in the Law.

The contractor must take care to ensure that health and safety of his/her own personnel, and that of other people, is not affected adversely by anything that he does, or fails to do at work.

The contractor must comply with all of Inspired Sisters' procedures, instructions and rules applicable to specific job or location. These will include:

Providing training to their employees.

Conducting risk assessments, method statements (where applicable) and implementing preventative and protective measures.

Obtaining permits to work where necessary.

Conducting COSHH Assessments.

Compliance with the Electricity at Work Regulations 1989.

Vetting of Personnel.

Health & Safety Information for all Visitors

Inspired Sisters' policy is to ensure, so far as is reasonably practicable, the health, safety and welfare of all people on its premises. Visitors must comply with all of Inspired Sisters' procedures, instructions, permits and rules.

Security Arrangements

All visitors must:

Sign in and out whenever they enter or leave the building.

Clearly display their security badge at all times, if issued.

Remember their designated work area and contact name at Inspired Sisters.

Not leave unattended packages in the building.

Not bring food or drink into the building

Fire and Evacuation Procedures

If you discover a fire:

Either break the glass of the nearest fire alarm point or inform a member of Inspired Sisters.

Tackle the fire with the equipment only if it is safe to do so.

Leave by the nearest fire exit or as directed by a member of Staff.

Do not return to take personal belongings

If you hear the alarm, leave the building by the nearest exit, do not use the lifts, do not re-enter the building until authorised.

First Aid Facilities

First Aid boxes are located in the Main Office Area and Training Area. Trained First Aiders are listed on the Staff Notice Board.

All accidents or near misses are to be reported to the administration department.

Health & Safety Information for Employees

Every employee has a legal responsibility to do everything they can to prevent injury to themselves, their fellow employees, customers and visitors. You are therefore expected to follow the Company's procedures and report any incidents which have or may lead to injury and damage.

If you feel you are faced with a conflict between the demands of safety and your job, you must raise the matter immediately with a Director.

Housekeeping

Undue hurrying and forgetfulness cause many accidents. Do not run down steps, always use handrails on stairways, and always think before carrying out an action.

Watch out for someone coming round blind corners or opening doors quickly.

Never read whilst walking or driving.

Ensure that weight in filing cabinets and on shelving is evenly distributed and avoid putting large or heavy objects above head height.

Electrical and telephone cables must not be allowed to lie uncovered on the floor and should be taped down or enclosed, to prevent tripping.

Ensure that floor areas and passageways are kept clear of obstructions.

Ensure that their work areas are kept tidy.

Ensure kitchen areas are kept clean and tidy.

Ensure spilled drinks are cleaned up immediately.

Any form of horseplay is unacceptable.

Electrical Equipment

Electrical equipment is normally safe, provided it is properly installed, regularly checked and only used for its intended purpose.

Remember that water and liquids are conductors of electricity and their association with faults caused by, for example, damaged cables, flexes, plugs and sockets, the overloading of circuits and fuses would make that shock more severe.

Therefore you should:

NEVER

Touch electrical equipment with wet hands.

Move any portable electrical equipment without it being switched off and disconnected from the mains.

Make electrical repairs unless trained to do so.

Overload circuits.

Do other electrical work unless you are an authorised person.

Bring unauthorised electrical equipment onto company premises.

Use electrical equipment except for its intended purpose.

Touch any computer components unless authorised using appropriate guidelines.

KEEP

Electrical supply cables and flexes away from wet areas, or from where they will be damaged by being walked over or knocked over when moving equipment about.

ALWAYS

Switch off all equipment when not required, unless continuous operation is necessary.

Report defective equipment immediately to your supervisor.

Office Machines

Do not use equipment unless you have been trained to do so.

Be attentive when learning to operate machines.

Be alert for electrical hazards. Unplug any machine that overheats, smokes, sparks or causes shocks, and report the problem.

Only use operator controls when using or adjusting machinery. Complex adjustments, repairs and maintenance are to be carried out by those qualified to do so.

Avoid wearing loose sleeves, ties, dangling jewellery etc around machines with exposed or unguarded moving parts.

Avoid physical contact with photocopier toners or other chemicals. If you must add toner, wear rubber gloves. Wash your hands with cold water in the event of spillage.

Keep the document cover down when scanning or photocopying.

Preventing Fires

You must be extra careful when using flammable materials.

Follow manufacturer's instructions carefully.

Properly store and dispose of all materials that may be fire hazards, including cleaning fluids, photocopier inks, oils, solvents and solvent/oily soaked rugs.

No Smoking Policy

Smoking is not permitted within the premises of Inspired Sisters. When smoking outside the premises, smokers are to ensure that all cigarettes are fully extinguished and that the remains are disposed in the facility provided.

Alcohol & Drugs

Alcohol is not to be brought onto company premises unless it is part of an official function. Only drugs prescribed by a medical practitioner for personal use are to be brought onto the premises, these should be kept securely.

Chemicals

Never use a substance at work that does not appear on the schedule of substances.

Do not purchase or bring in for use at work substances not on the list.

Familiarise yourself with the precautions to be taken for the substances approved as well as familiarising yourself with the various hazard signs and what they mean.

Never use substances other than for their intended purpose, always follow instructions for their correct use and particularly for spillage's and disposal.

Security

For your security & safety:

Always check identity of visitors before allowing them access to Company premises.

Do not allow visitors and contractors to wander around Company premises unescorted.

Ensure that contractors and visitors are made aware of their obligations under the Health & Safety Policy.

Inspired Sisters

Health & Safety Policy, Organisation & Procedures