



# INTEGRITY PLUS LIMITED

## HEALTH AND SAFETY POLICY

FEBRUARY 2011

PREPARED BY

StallardKane<sup>®</sup> ●●  
ASSOCIATES LTD

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# Integrity Plus Limited

## HEALTH AND SAFETY POLICY

1. The Company recognises its health and safety duties under the Health and Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999 and accompanying protective legislation, and the Directors responsible for health & safety recognise that they have a responsibility to 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.
2. The Company, so far as is reasonably practicable, proposes to pay particular attention to:
  - a) The provision and maintenance of a safe place of work, a safe system of work, safe appliances for work, and a safe and healthy working environment.
  - b) The provision of such information and instruction as may be necessary to ensure the health and safety of its employees and others, and the promotion of awareness and understanding of health and safety throughout the workforce.
  - c) Ensuring the safety and absence of health risks in connection with use, handling, storage and transport of all articles, substances and equipment.
  - d) Making regular assessments of risks to employees.
  - e) Taking appropriate preventative/protective measures and
  - f) Appointing Stallard Kane Associates Ltd to assist in compliance with statutory duties.
3. In order that the Company can achieve those objectives, it is important that employees recognise their duty, whilst at work, to take reasonable care for the health and safety of themselves and of other persons. Employees should also co-operate fully with the Company or anyone else concerned, to ensure that their obligations are performed or complied with.
4. All employees of the Company agree, as a term of their contract of employment, to comply with their individual duties under the Health and Safety at Work Act 1974, and the Management of Health and Safety Regulations 1999 and other legislation's, and to generally co-operate with the Company so as to enable it to carry out its duties towards them. The attention of all employees is drawn to the attached safety rules and procedures, and employees should recognise that failure to comply with their health and safety duties and obligations can lead to dismissal from employment. In the case of serious breaches, such dismissal may be instant without prior warning.
5. This policy has been prepared in furtherance of section 2(3) of the Health and Safety at Work Act 1974 and binds all staff. We request that our customers and visitors respect this policy, a copy of which can be obtained on demand.

SIGNED:

SIGNED:

John Tipper

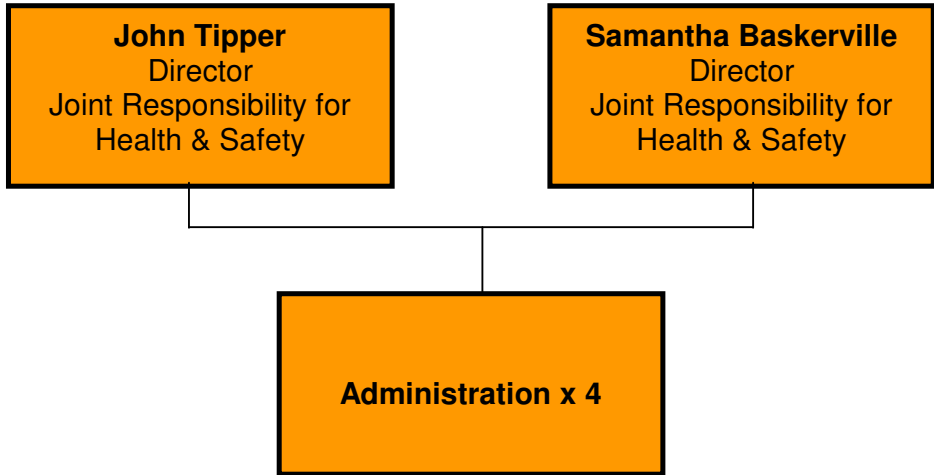
Samantha Baskerville

POSITION: Directors Responsible For Health and Safety

DATE: February 2011

Integrity Plus Limited  
Health and Safety Policy

The Following Chart Identifies the Line Management responsibilities within Integrity Plus Limited



Competent person for Health and Safety (Reg. 7 of MHSW Regulations 1999 refers) is Stallard-Kane Associates Ltd located at:

Head Office Address: First Floor Offices.  
11-23 MARKET STREET  
GAINSBOROUGH  
Lincolnshire  
DN21 2BL

Telephone No.: 0845 838 7301 Fax: 0845 838 7302

## RESPONSIBILITIES

Integrity Plus Limited (the Company) has responsibilities under health and safety legislation towards:

- Employees
- Customers, visitors and the local community
- Members of the public
- Contractors

The Company's obligations can only be met by ensuring that all employees fully discharge their responsibilities.

### **Every employee must:**

- Take reasonable care for the health and safety of themselves, and others who may be affected by their acts or omissions at work
- Co-operate with management with regard to agreed health and safety arrangements and procedures
- Know and keep to the rules and procedures relating to their work and report to their immediate supervisor all difficulties or hazards liable to endanger themselves or other persons
- Not interfere with, or misuse, anything provided by the employer in the interest of health, safety and welfare
- If involved in an accident resulting in, or which may have resulted in, injury report the details to a Director as soon as possible, and in all cases before the end of the day on which the incident occurs
- Arrange for any spillage of dangerous substance or flammable liquid to be dealt with immediately having due regard to the nature of such spillage
- Use equipment only when authorised and properly trained to do so
- Wear or use correctly all protective clothing and equipment issued to them and get replacements for lost, damaged or defective items

### **REMEMBER**

**Anyone found working to their own, or other person's detriment, in disregard to this Policy or other procedure, could be held personally responsible in law and may be subject to disciplinary proceedings, which may lead to their dismissal.**

## **DIRECTORS RESPONSIBLE FOR HEALTH AND SAFETY**

### **John Tipper and Samantha Baskerville**

The Directors Responsible For Health and Safety are responsible for ensuring that the Policy enables the Company to fulfil its legal duties and emphasises the determination to manage its activities so that standards of health and safety are continuously improved. They will monitor conditions and the health and safety performance to determine whether the policy is adequately resourced, effective and is being developed to meet changing requirements.

It will be the Directors Responsible for Health and Safety's responsibility to ensure that:

- Systems are in place to review and up-date this Policy annually, when major staffing changes occur, or when new equipment is introduced
- Health and safety objectives for the Company are set and monitored
- Sufficient arrangements, facilities and finances are available for fully implementing this Policy
- Safe systems of work are in operation, and staff receive adequate and appropriate training
- Suitable people are appointed to implement this Policy on a day to day basis
- Systems are in place to review and up-date this Policy annually, when major staffing changes occur, or when new equipment is introduced
- Health and safety objectives for the Company are set and monitored
- Sufficient arrangements, facilities and finances are available for fully implementing this Policy
- Safe systems of work are in operation, and staff receive adequate and appropriate training

Integrity Plus Limited  
Health and Safety Policy

The Directors are responsible for ensuring that health and safety standards are maintained. In particular, they will ensure the following matters are attended to:

- All personnel are aware of, and instructed in, their individual legal responsibilities, and that these are properly discharged
- All work carried out, and all equipment complies with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Provision and Use of Work Equipment Regulations 1998
- All equipment is maintained in good working order, and any registered equipment carries valid certification
- Information on safety, health and welfare matters is effectively communicated to all those concerned
- All staff are conversant with the Company and Health and Safety Executive accident reporting procedure (RIDDOR)
- Adequate first-aid facilities are available in accordance with current regulations, and suitable persons are trained in first aid to the required standard
- Periodic statutory tests, inspections and maintenance of premises and equipment are carried out and records are properly maintained
- Fire precautions and appliances are in place and are tested, maintained, and kept up to date with the latest legislative requirements
- All staff are acquainted with the emergency evacuation procedures and emergency plan
- All new employees undergo induction training by a competent person and receive a written copy of Company and health and safety rules and guidance
- Staff are competent to carry out their work safely, and have received adequate information, instruction and training which is recorded for each individual
- A personal example is set by following company rules and procedures
- Trained and competent supervision is provided for employees (particularly trainees)
- The activities of all employees, contractors working on the Company's premises are monitored and recorded on a regular basis

Integrity Plus Limited  
Health and Safety Policy

- All potential hazards, or reported hazards, are examined and evaluated and then eliminated or adequately controlled
- Liaison is maintained directly with the Company's professional health and safety advisers (Stallard Kane Associates Ltd) in respect of providing support in all areas of health and safety arrangements
- The following statutory notices are displayed:
  - A signed copy of the Health and Safety Policy Statement of Intent
  - Employers liability insurance certificate
  - Health and Safety Law poster
  - First aid (notifying the names and locations of the first- aiders)
  - Fire procedure (with the assembly point and names of the Fire Warden)
  - Fire exit signs (with directional signs and running person).
- The following documentation is held:
  - Accident incident book (BI510)
  - F2508 accident reporting forms.
- Simple records and information are kept on the health and safety performance
- Health and safety improvement suggestions received from staff are given due consideration

### **Company Competent Person**

Stallard Kane Associates Ltd has been appointed to the role of Company Competent Person and are responsible for advice on overall strategies for health, safety and welfare within the company.

At unit level, they will provide advice to the company as required in particular:

- a) Advice on interpretation of legal requirements.
- b) Assistance with strategy for implementation of the policy
- c) Provide investigations of serious accidents
- d) Revise the policy in the light of experience or legal change.
- e) Advice upon the visit of an Enforcement Officer.

## ARRANGEMENTS

### 1. Systems and Procedures

We recognise the importance of health, safety and welfare, and will adopt a systematic approach towards ensuring that a healthy and safe environment is provided and maintained for all employees and other persons who could be affected by our work activities.

Equally important is the need for constant alertness by the Directors Responsible for Health and Safety and employees in identifying and eliminating potential hazards wherever possible.

It is our primary objective that in conducting our activities, account must be taken by all parties of the need to:

- Formulate and maintain safe working systems, including work carried out during maintenance
- Take all necessary steps to establish the causes of accidents and risks to health, which may occur, and to ensure that reasonable measures are taken to prevent recurrence
- Ensure that no process, chemical or equipment is introduced unless it complies (where required) with statutory testing or examination requirements; also to ensure that, so far as is reasonably practicable, the health and safety of employees etc. will not be affected
- Provide proper and adequate induction and training to ensure that all employees are fully competent in safe working methods applicable to their work
- Encourage the closest possible liaison between the Company and employees in matters relating to health and safety
- Ensure that all legal requirements relating to our activities are fully complied with, and progressively improve upon the levels of health and safety performance
- Consult with employees, and advise them of their legal duties and responsibilities, including the requirement to:
  - Abide by safe working systems
  - Make use of facilities and equipment provided for their protection



- Refrain from any act which could endanger themselves or others
- Refrain from intentionally or recklessly interfering with, or misusing, anything provided in the interests of health safety and welfare
- Report any known defect, which could endanger the health or safety of themselves or others
- Co-operate as far as is necessary to ensure that we meet our legal requirements.

## **2. Arrangements for Implementing Policy**

### **2.1 Employee Consultation**

Employee consultation is achieved as follows:

- Audits
- Safety Notice Boards
- Health and Safety Booklet

### **2.2 Training Considerations**

The Company recognises that safety training is an integral and important part of its overall safety policy and it will be given as a normal constituent of vocational training. No person will be employed on work involving any reasonably foreseeable significant risk unless they has received adequate training to help them understand the hazards involved and the precautions to be taken. The Directors Responsible for Health and Safety will ensure safety training is provided and it will be incumbent upon them to ensure that `on-the-job' training is given to new employees or those new to a job.

## 2.3 Fire

A written Risk Assessment in accordance with the Fire Precaution (Workplace) Regulations 1999 and the Regulatory Reform (Fire Safety) Order 2005 will be undertaken, and kept up to date. The control measures identified will be issued to relevant employees. Training and information will be given as necessary.

Detailed procedures for evacuations including exit routes and information on good practice are held, and available on request to any member of staff. Equipment checks and evacuation drills will be held at regular intervals.

Staff will be trained in fire safety and the use of fire equipment. They will also be briefed on the role of individuals and the action to take in the event of a fire or other emergency.

## 2.4 Risk Assessment

The Management of Health & Safety at Work Regulations (1999) require employers to assess the risks to workers and anyone else who might be affected by their undertaking.

A risk assessment usually involves identifying any hazards present in an undertaking (whether arising from work activities or other factors e.g. the layout of the premises) and then evaluating the extent of the risks involved, taking into account whatever precautions are already in place.

The definition given in the above Regulation is as follows:

*A hazard is something with the potential to cause harm - this can include substances, machines, methods of work and other aspects of the organization)*

*Risk is the likelihood that the harm from a particular hazard is realised.*

*The extent of the risk covers the group of people, which might be affected by the risk i.e. the numbers of people who might be exposed and the consequences for them.*

The purpose of the risk assessment is to help the employer to determine what measures should be taken to comply with the employer's duties under the 'relevant statutory provisions'. This phrase covers the general duties in the Health & Safety at Work Act (1974) and the more specific duties in the various Acts and Regulations associated with the HSW Act.

The risk assessment is there to guide the judgment of the employer as to the measures they ought to take to fulfill their statutory obligations.

The Company will review the risk assessment if there are developments that suggest that it may no longer be valid (or that it can be improved). In most cases, it is prudent to plan to review the risk assessments at regular intervals - the time between the reviews being dependant on the nature of the risks and the degree of change likely in the work activity.

## **Method**

Risk assessments are to be undertaken by the Directors. Additional assistance is provided by the Health & Safety Advisor if required, using the current Risk Assessment form. Once completed, this information will be disseminated to relevant employees and the master filed for future reference.

Reviews to risk assessments as stated at the time of the initial assessment will be undertaken using the same form.

## **2.5 First-aid**

The Health and Safety (First-Aid) Regulations 1981 will be complied. The company has an agreement to access the first aid facilities of the company with whom they share the building.

Details of the First Aiders will be displayed prominently for the benefit of all employees and visitors, and brought to the attention of all new employees at their Induction stage.

Stock levels of items required under the Regulations will be checked at regular intervals and boxes will be kept secure, yet quickly available when required. Special arrangements will be made to provide cover where employees work away from Company premises.

The Directors Responsible for Health and Safety will maintain a register of certificated First Aiders, and will ensure that a minimum level of cover is provided at all times.

## **2.6 Accident Procedure**

Details of all accidents will be recorded in the Accident Book, and where appropriate investigated by Stallard Kane Associates Ltd. Employees are required to assist with any investigation of accidents and/or dangerous occurrences that take place within their work area.

## **2.7 Statutory Notification of Accidents/Dangerous Occurrences**

When a major injury or dangerous occurrence has occurred, the HSE Incident Control Centre will be notified immediately and the accident report form F2508 a will be completed either on line or directly by telephone (0845 300 99 23). Others to be

notified as soon as possible are, Stallard Kane Associates Ltd, and the Company's insurers.

Notifiable occupational diseases will be reported to the HSE Incident Control Centre either on line or directly by telephone (0845 300 99 23).

In the case of accidents involving employees who lose 3 days or more from their normal employment, the HSE Incident Control Centre will be notified within 10 days.

All reportable accidents or dangerous occurrences will be investigated and a report issued. In their role as the Company's safety advisors Stallard Kane Associates Ltd will assist with the investigation and give advice and guidance.

Action considered necessary to prevent a recurrence will be taken, and a report submitted to the enforcing authority.

## **2.8 Equipment and Maintenance**

All new and existing equipment and facilities will be sufficiently designed, constructed and installed so as to be safe and without risk to the health and safety of employees.

An adequate planned maintenance system will be operated, and records maintained.

Safe systems of work will be used and updated, such that protection against foreseeable maintenance hazards is provided.

All legally required maintenance, testing and inspections will be carried out and records kept in accordance with statutory provisions, insurer and fire authorities approved codes.

Only qualified electricians are permitted to carry out work on electrical wiring and apparatus, using safe systems of work.

## **2.9 Electricity**

Electrical equipment will be properly maintained to ensure that it is safe for normal use. All portable appliances will be examined prior to first use, then examined, and tested regularly thereafter. A register of appliances will be produced and kept up to date. The findings of inspections and tests will be recorded. Only qualified electricians are permitted to carry out work on electrical wiring and apparatus using safe systems of working.

Where practicable, equipment will be switched off when not in use, or on leaving the premises. All cabling, plugs and connections will be properly organised, inspected, recorded and maintained to minimise any risks, in accordance with the Regulations.

Employees will not carry out maintenance on electrical equipment or plugs without prior authority and training. Employee's personal electrical apparatus is not to be used on Company premises without prior permission.

The mains electricity supply will be inspected, and a certificate of test obtained from a "Competent Person", in accordance with the timescale laid down in the Regulations.

## **2.10 Premises**

Environment, welfare and other related facilities will be maintained to the standard required by the Health and Safety at Work etc Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1999. Particular attention will be given to the general fabric, temperature, ventilation, purity of air and water supplies, lighting, sanitary conveniences and noise.

## **2.11 Manual Handling**

In order to secure the health and safety of its employees the Company proposes, so far as is reasonably practicable, in consultation with all employees to:-

Carry out an initial assessment of manual handling operations throughout the Company to identify risky activities (see section on Risk Assessment) and endeavor to eliminate these risky manual handling activities wherever practicable:-

- a) By removing the need for the operation
- b) By automating or mechanising the operation

Where manual-handling activities cannot be eliminated, detailed assessments of the risks considering in each case the task, the load, the working environment and individual capability will be carried out.

Ensure, wherever possible, that loads including those loads delivered from outside the company are marked with sufficient information to facilitate safe handling.

Provide general training on the principles of manual handling for all employees engaged in such activities, outlining the risks to health and how they might be avoided.

Provide specific training on manual handling where the assessment indicates it is necessary.

Ensure that allocation of manual handling operations takes account of the individual circumstances of the worker concerned.

Review the assessments should conditions change.

## **Information and Training**

The Company will give sufficient information, instruction and training as is necessary to ensure the health and safety of workers carrying out manual handling of loads. This provision will also apply to those persons not in direct employment such as temporary staff.

### **2.12 Control of Substances Hazardous to Health (COSHH)**

The requirements of the COSHH Regulations 2004 and other related legislation will be satisfied. All necessary precautions will be taken in the use, storage and transportation of any material or substance. The least hazardous type of any substance will be used in order to minimise any associated risk. There will be regular assessments and monitoring to ensure that this is achieved.

No new substances will be introduced into the workplace until the information regarding possible hazards and the necessary precautions to be observed have been fully evaluated by a competent person.

### **2.13 Contractors**

It is the responsibility of the contractor/sub-contractor to ensure that their employees adhere to, and co-operate with, legislative and Company rules in regards to health and safety whilst working for Integrity Plus Limited

It is also the responsibility of the Contractors/Sub-contractors to ensure that the health, safety and welfare of Integrity Plus Limited staff, visitors and others is not put at risk from their work activities and practices, and that safe systems of work are adhered to at all times.

Where contractors are to carry out work on site, they will be asked to provide evidence of health and safety competence in advance. Copies of Risk Assessments, COSHH assessments, Method Statements, or similar documentation, must be submitted and approved by the Integrity Plus Limited person responsible, as confirmation that risks to health and safety are being properly managed. All contractors will report to the prearranged designated person prior to commencing work.

The activities of contractors whilst they are on site will be monitored to ensure that their methods or work are safe, and do not put the safety of Integrity Plus Limited employees at risk.

## 2.14 Personal Protective Equipment

Where necessary, when items of protective equipment are issued, sufficient instructions and training must be given to ensure persons know when, where and how to use this equipment. All identification, issue and monitoring of P.P.E shall be the responsibility of the Directors.

- 1 All personal PPE will be issued and signed for on request as determined by wear and tear or lost items.
- 2 All items of protective equipment must comply with British Standards and the CE mark for European Standards.
- 3 The Directors must at all time set an example in the wearing of protective equipment when necessary.

## 2.15 Visitors

The member of staff responsible for the visitor is also responsible for that visitor's safety and welfare, and will ensure that all health and safety rules and procedures are followed.

## 2.16 Visiting other locations

Company employees are required to take all reasonable precautions to ensure their own health and safety when visiting other locations. They are required to observe the safety procedures of the host organisation, and to avoid any hazardous situation.

## 2.17 Drugs and Alcohol

In industry generally there has been a move to greater controls and in keeping with this Integrity Plus Limited has adapted a policy in relation to the consumption of alcohol and drugs.

The company's policy on alcohol is intended to be a positive approach towards maintenance of the highest standards of safety in the workplace. It is also intended to benefit the Health & Safety if each individual.

Any employee who feels that they may have a problem relating to drugs or alcohol should immediately seek help from the Directors. This information will be treated in the strictest confidence. The Company will endeavour to offer any assistance available at the time.

Employees must not attend work whilst under the influence of alcohol or drugs.

Staff must not consume alcohol on the premises.

Staff must not return to work after lunch breaks under the influence of alcohol.

**CONSUMPTION OF ALCOHOL IN BREACH OF THIS POLICY IS A  
DISMISSABLE OFFENCE.**

## 2.18 Smoking Policy

The Company acknowledges that second-hand tobacco smoke is both a public and work place health hazard and have therefore adopted this 'no smoking' policy.

### Aims of the Policy

The policy seeks to:

- Guarantee a healthy working environment and protect the current and future health of employees, customers and visitors.
- Guarantee the right of non-smokers to breathe in air free from tobacco smoke.
- To comply with Health & Safety Legislation and Employment Law.
- Raise awareness of the dangers associated with exposure to tobacco smoke.
- Take account of the needs of those who smoke and to support those who wish to stop.

### Restrictions on Smoking

Smoking is not permitted in any part of the premises or entrances at any time, by any person regardless of their status or business with the company except in the area outside the main office. Smoking is not allowed at entrances and exits, in corridors, toilets, or refreshment areas.

### Visitors

All visitors, contractors and service companies are required to abide by the no-smoking policy. Staff members are expected to inform customers or visitors of the no-smoking policy. However they are not expected to enter into any confrontation which may put their personal safety at risk.

### Vehicles

Smoking is not permitted in any vehicles being used on company business.

## 2.19 Display Screen Equipment

A specific assessment will be carried out in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.

The following procedures will be followed:

- 1) "Users" of display screen equipment shall be individually identified by a Director who will be responsible for collating self assessment forms and assisting where necessary.



Integrity Plus Limited  
Health and Safety Policy

- 2) The Director shall ensure that all "users" have received sufficient instruction to allow them to operate the equipment provided, including the adjustment of screens, keyboards, chairs, foot rests, blinds, etc. Particular attention should be given to minimising reflection and glare.
- 3) "Users" shall be entitled to request an appropriate eye and eyesight test. Where "Special" corrective appliances are needed; a special pair of spectacles for display screen work may be prescribed. Any cost arising from these tests and appliances will be borne by the Company.

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Revision Record

Date	Revision Details
26/02/2009	First Issue
17/04/10	Annual Review DSE Section Added
14/02/11	Annual Review