

ANDERSONS

**THE ANDERSONS CENTRE
OLD BELL HOUSE
2 NOTTINGHAM STREET
MELTON MOWBRAY
LEICESTERSHIRE LE13 1NW
T: 01664 503200
Direct Line:01664 503218
F: 01664 503220
M: 07768 883523
mgreetham@theandersonscentre.co.uk**

HEALTH AND SAFETY POLICY STATEMENT

FOR

THE ANDERSONS CENTRE

Prepared on behalf of:

**The Andersons Centre
Old Bell House
2 Nottingham Street
Melton Mowbray
Leics LE13 1NW**

Admin/Proformas/Contracts/H & S Policy Statement

January 2006

HEALTH AND SAFETY AT WORK ACT 1974
HEALTH AND SAFETY POLICY STATEMENT
ANDERSONS
THE ANDERSONS CENTRE

GENERAL STATEMENT OF INTENT

The policy of Andersons hereinafter referred to as the Partnership, is to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees and partners, and to provide such information, training and supervision as they need for this purpose. The Partnership also accepts its responsibility for the health and safety of other people who may be affected by its activities.

In accordance with the Management of Health and Safety at Work Regulation the partnership undertake to carry out a suitable and sufficient assessment of the risks to health and safety of all employees or persons not employed but who may be affected by the work activities of the partnership. The assessments are recorded at the rear of this policy statement.

Similarly where it is not reasonably practicable to avoid the need to undertake any manual handling operations a suitable and sufficient assessment of the task will be carried out prior to commencing. The results of this assessment are also recorded at the back of this statement.

The allocation of duties for safety matters and the particular arrangements which the Partnership will make to implement the policy is as set out below.

The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it operates will be reviewed every year.

The overall and final responsibility for health and safety lies with the Partnership, being the Employer. Mr M A Greetham, as Senior Partner, is responsible for ensuring that the policy is adhered to throughout the Partnership's offices and that safe work practices are carried out. In Mr M A Greetham's absence Mr F D Mordaunt will assume the former's total responsibilities.

Mike Greetham is the Partner in charge of Health and Safety at Old Bell House and George Cook is the consultant in charge of Health and Safety in the office. They are hereinafter referred to as the Safety Officers. They will be responsible for Health & Safety matters and the monitoring of safe work practices in the office, through Mr M A Greetham to the employer.

All employees have a responsibility to co-operate with Mr Greetham and Mr Cook to achieve a healthy and safe workplace and to take all reasonable care of themselves and others.

Whenever an Employee encounters a Health or Safety problem which they are not able to correct, they must immediately inform the safety officer.

This policy statement is for all members of staff to read and to act upon. It will be updated as necessary and staff will be consulted as to its contents and informed of updates.

It is the Partnership's policy to provide the appropriate washing and toilet facilities at the office.

GENERAL ARRANGEMENTS

ACCIDENTS

An accident book is held in the office. All accidents are to be recorded in it by the office's Safety Officer.

There is a First Aid Kit in the office, appropriate to the number of persons in the office situated in reception. Maintaining the First Aid kit is the responsibility of the Safety Officer.

Whenever staff are more than 5 kilometres from their designated office a portable First Aid kit must be carried, which will be provided by the employer.

In case of an emergency, there are telephones in each office. The safety officer, or in his absence a competent member of staff are to ensure that the Emergency Services are contacted as appropriate. All prescribed accidents and those involving a 3 day absence from work are to be reported by the Safety Officer to Mr Greetham. The Safety Officer will also advise the Chief Environmental Health Officer at the local Borough or District Council on behalf of the Partnership.

FIRE

On discovering a fire, raise the alarm. Fire extinguishers are placed strategically around the office. Use fire extinguishers as necessary to secure your escape. All employees are to ensure they know the Fire Exits and where to report in cases of fire. Do not enter or re-enter burning buildings. Only enter fire affected buildings after they have been declared safe.

SMOKING

Smoking by staff and visitors is to be discouraged. There shall be no smoking in corridors, toilets and conference areas. The Partnership operates a no smoking policy for employees on site.

It is the Contractors responsibility to ensure that risks and hazards drawn to their attention and any created by their own activities are suitably guarded against to protect their own staff, the Partnership's staff and all third parties. The Partnership's staff are only to use a Contractor's equipment if the Contractor specifically agrees to it's being used and has so advised the Partnership in writing.

It is the Partnership's policy to identify to the visitor any hazards that may affect his Health & Safety. All staff are responsible for ensuring compliance with the enforcement and provisions relating to Contractors and visitors.

MISCELLANEOUS

It is the policy of the Partnership to remind staff that they should seek immunization for Tetanus with their Doctors agreement. They are also reminded that there is the possibility of contracting transmissible diseases as listed in the COSHH assessment. Staff are particularly reminded that they should avoid contact with rodents and materials contaminated by rodents.

HAZARDS

ACTIONS

It is the policy of the Partnership to keep the COSHH Assessment up to date with respect to hazardous substances used during the course of work. Data on these substances is within the COSHH Assessment.

Written Health and Safety guidance can be obtained from the local Health and Safety Executive Officer, the Employment Medical Advisor and the local District Council's Environmental Health Department. HMSO publications are available from the HMSO's bookshop at Southy House, 33 Wine Street, Bristol BS12BQ Telephone (01272) 264306.

ADVICE AND CONSULTANCY

The local Health and Safety enforcing authority is at c/o Council Office, Nottingham Road, Melton Mowbray, Leics.

The address of the Health & Safety Executive's advisory service is at St Andrew House, 48 Princess Road East, Leicester.

TRAINING

It is the Partnership's policy to provide any necessary Health and Safety training to ensure that staff are able to do their job safely. Information will be passed to staff whenever new equipment is to be used and when any new work practices are instituted. Information on substances used during the course of work that may

give rise to health hazards are listed and assessed in the COSHH Assessment, which is available to staff at all times.

It is the responsibility of Mr Cook to identify training needs. All staff are responsible for ensuring compliance with all safety legislation. Relevant information extracted from Health and Safety publications is passed to members of staff as appropriate. Staff will be encouraged to attend courses on Health and Safety matters.

CONTRACTORS AND VISITORS

It is the Partnership's policy to discuss the Health and Safety aspects of the work of Contractors prior to the Contractors commencing operations when known hazards Contractors may encounter are to be identified to them. The nominated safety officer in each office is responsible for ensuring that these precautions are implemented.

PREMISES

Checking for the maintenance needs of the office is the responsibility of the Safety Officer. He will arrange for any work to be carried out and/or report to the owner of the property, as necessary.

All staff are responsible for maintaining a high standard of cleanliness and tidiness throughout all the working areas. They are responsible for the safe stacking and storing of all materials used. Warning and other safety notices are provided and posted as appropriate and will be observed by all personnel.

All staff are responsible for reporting any hazards noticed in and around the office generally.

ELECTRICAL EQUIPMENT

The Electricity at Work Regulations 1989 are to be observed by all staff. A copy of the regulations is available in the office.

Regular checking of electrical equipment to include all cables and plugs is the responsibility of the Safety Officer. All electrical equipment is only to be serviced in any way after the power is switched off at the entry of the mains to the premises, or the equipment has been unplugged from a socket.

Minor electrical repairs are only to be carried out by an authorized person. All major repairs are to be carried out by a qualified person.

Lights are provided within the Partnership's offices to help provide safe working conditions.

The staff have a responsibility to report any electrical faults to the Safety Officer.

OTHER EQUIPMENT

The Safety Officer is responsible for checking and arranging the maintenance and servicing of any equipment as required.

DANGEROUS SUBSTANCES

Any potentially hazardous substance used during the course of work has been listed and assessed in the COSHH Assessment as required in the COSHH Regulations 1989. Protective clothing is supplied as required and in accordance with label instructions.

Care is to be exercised in the use and handling of hazardous substances at all times and it is the Partnerships' policy to provide the appropriate safety equipment and clothing which is to be used by all members of staff as necessary.

OTHER HAZARDS

Lifting

Staff are to be reminded that they should always seek assistance whenever heavy or awkward loads are to be lifted manually, and to consider the requirements as set out in the assessment of Manual Handling.

Trips & Falls

Care is to be exercised with trailing electrical and telephone leads to prevent staff tripping and falling. Filing cabinet drawers and cupboard doors are to be kept closed unless being used.

Shredding Machines

Care is to be exercised when feeding paper into the shredding machine to keep hands and clothing away from the cutting edges. All guards are to be maintained. Before changing the bag of shredding or cleaning any blockage, the shredder is to be isolated from the mains electricity supply.

Computer Operation

All operators are to organize the workload so that they are not operating and looking at computer screens for prolonged periods. If any operators notice any sign of stress or fatigue such as headaches as a result of using computers, they should notify the Safety Officer. A specific Code of Practice has been prepared.

Document Binder

Care is to be exercised to keep hands and clothing away from the cutting edge. All guards are to be maintained.

Photocopier

If the photocopier is to be used for prolonged periods, ensure that ventilation is available by opening the doors and windows to avoid a buildup of ozone.

Guillotine

Care is to be taken to keep hands and clothing away from the cutting edge when using the guillotine.

Storage Heaters

Do not place files or any other item onto any storage heater.

CLIENTS PREMISES

All staff are reminded that when visiting client's premises they are classed as visitors and are subject to the client's Health & Safety Policy Statement in this respect. They should act accordingly. Also, before visiting a client's premises all employees are to assess the needs for any protective clothing and be suitably prepared to take any action as may be required.

All employees are responsible for the maintenance of their own protective waterproofs and Wellington boots. All employees are to ensure that any further protective clothing which may be required, such as hard hats, nitrile gloves, face mask and specialist hygiene garments are available and are worn as directed by the client.

CAR PHONES

It is the Partnership's policy that car phones will be used only in the hands-off mode by the driver of the vehicle when it is moving and then only when traffic conditions permit. Drivers should be aware of the recent changes to Road Traffic legislation with regard to the use of mobile phones. Appropriate compliance should be adhered to.

DRIVING

When on Partnership business all drivers, whether of Partnership vehicle or own vehicles, are to abide by the Highway Code and any other relevant legislation.



Signed

M A Greetham

For & on behalf of Andersons

Date 13th January 2006