**Health and Safety – Overview**

We aim to have a zero-accident or work-related health incident environment. To achieve this, we and all employees, including you, must follow best practice and comply with legislation regarding health and safety. You must ensure your work is carried out safely. Safety is a core part of effective management and critical to our professional reputation.

The information about health and safety are an overview only, and you should always refer.

The Health and Safety Manual/handbook/policy for full details and broader health and safety topics.

**Fire**

Fire presents a significant risk to us. It can seriously kill or injure employees or visitors and damage or destroy buildings, equipment, and stock. You must cooperate with us to ensure the workplace is safe from fire and its effects, and you must not do anything which will l place yourself or others at risk. You must inform your line manager if you discover any significant risk of fire which might affect the safety of others and cooperate with all measures to reduce risks. You should ensure you know about the fire warning system and how to operate and respond to it.

The following simple points will help to reduce the risk of fire:

* escape routes must be kept free from any obstructions
* good standards of housekeeping must be maintained
* workplaces must be kept tidy
* any combustible waste must be removed regularly
* ignition sources must be kept away from any combustible material

**Accident Investigation**

An accident can be described as an unplanned or unforeseen event. We take an objective “no blame” attitude to investigating any accident". We will thoroughly investigate all accidents or near misses to ensure no recurrence and to improve health and safety performance. The type and level of investigation will be appropriate to the circumstances and carried out by a trained and competent person. Any subsequent investigation will be a factual account with an objective conclusion and will identify practical recommendations. If external authorities carry out an investigation, you are expected to give your full co-operation. All accidents, however minor, must be reported.

**Work Equipment**

We provide suitable and safe equipment for you to carry out your job and look to reduce any risks associated with working with that equipment. For example, the equipment is maintained and tested, and instruction or training is given. You should always use any equipment appropriately and safely.

**First Aid**

We will provide trained first aiders with appropriate equipment and facilities to deal with basic injuries or ill health at work. If you become a First Aider, we will provide proper training. As a First Aider, you must ensure that personal data (including information about an individual) collected during the provision of first aid is handled per the GDPR policy.

**Travelling by Car**

We take a view regarding car travel that you should have the right skills and exhibit good behaviour. You must use your judgement to ensure the risk to you and others is as low as practical.

If you are asked to drive on company business, you must hold a valid and current licence to drive the relevant type of vehicle. We will ensure that any company car provided has a current MOT certificate and that you are insured to drive the vehicle. If you are required to drive your vehicle for business purposes, you must ensure that your vehicle holds a current MOT certificate and is insured for business use.

You are responsible for organising tasks and your work to reduce your risk of injury through driving. This involves sensible journey planning and ensuring that suitable breaks are taken during long journeys.

**Lone Working**

We want you to feel safe and to avoid lone working wherever possible. When working alone is unavoidable, you must minimise any associated risks. We will conduct a risk assessment and train you to understand the risks involved and ensure you are capable of this type of work. If you are lone working, another employee must be made aware of your whereabouts, usually via a half-hour check-in made by you.

**Violence at Work**

We will not tolerate any event of work-related violence against you and will eliminate this wherever possible. Any incident will be thoroughly investigated, and victims of violence at work will be supported. You must use any safety procedures or equipment provided for your safety, and you should avoid, wherever possible, circumstances where you may encounter violence against you. You should always report any incident, including verbal abuse, to your line manager.

**Drugs and Alcohol**

We are committed to providing a safe and productive workplace for you. In keeping with this commitment, the following rules regarding the abuse of alcohol and drugs have been established for everyone, regardless of rank or position:

* the manufacture, distribution, possession, sale, or purchase of controlled substances of abuse on our property is prohibited
* being under the influence of illegal drugs, alcohol, or substances of abuse on our property or whilst working for us is prohibited
* working while under the influence of prescription drugs that impair performance is prohibited

These rules apply to you and all our employees during working hours on our premises or elsewhere on Company business. In implementing this policy, we reserve the right to undertake random drug and alcohol tests.