

# HEALTH AND SAFETY POLICY



This is the statement of general policy and arrangements for Grove Pension Solutions Ltd

Michael Ormond has overall and final responsibility for health and safety.

Kate Jones and Claire Butler has day-to-day responsibility for ensuring this policy is put into practice.

Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Dash Ormond, CEO Kate Jones, Compliance Administrator	See risk assessment below.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Kate Jones, Compliance Administrator Josh Clifton, IT Support Technician	See risk assessment below.
Engage and consult with employees on day-to-day health and safety conditions	Kate Jones, Compliance Administrator	Training and H&S poster.
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: <a href="https://www.gov.uk/workplace-fire-safety-your-responsibilities">https://www.gov.uk/workplace-fire-safety-your-responsibilities</a>	Dash Ormond, CEO Claire Butler, Office Manager Kate Jones, Compliance Administrator	Complete and review fire risk assessment and evacuation plan, arrange practice evacuations.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Dash Ormond, CEO Claire Butler, Office Manager Kate Jones, Compliance Administrator	See risk assessment below.

Health and safety law poster is displayed at (location)	Kitchen
First-aid box is located:	Kitchen
Accident book is located:	Reception

Signed: * (Employer)		Date:	
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# RISK ASSESSMENT

Company name: Grove Pension Solutions Ltd

Date of risk assessment: July 2020

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas well lit. No trailing leads or cables in office space. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately.	Cable for shredder needs taping down.  Storage room over full with spare equipment – needs moving to container storage.	KJ  KJ	July 2020  July 2020	July 2020  July 2020
Manual handling of paper, office equipment etc	Staff risk injuries or back pain from handling heavy/bulky objects, eg deliveries of paper.	Staff all receive moving and handling training. Heavy boxes stored low down to reduce lifting. Step up stool provided to access higher shelving.	No action needed currently.			
Stress	All staff could be affected by factors such as not knowing their role, pressure to meet deadlines etc. Some staff working from home may feel isolated.	Regular team meetings, training and supervision to ensure staff are confident to fulfil their role. HR manager trained in mental health and able to provide support.	Need to increase the number of staff with mental health training and ensure that all staff are aware of where to find support. Key staff to complete training and disseminate to team leaders. <b>Need to arrange training.</b>	KJ, CB team leaders.	October 2020	
Electrical	Staff could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires.	Defective equipment taken out of use safely and promptly replaced.	Schedule for checking of all electrical equipment to be drawn up and adhered to. Staff awareness training.	KJ, DB	October 2020	August 2020



Display screen equipment	Staff risk posture problems and pain, discomfort or injuries, eg to their hands/ arms, from overuse or improper use or from poorly designed workstations or work environments. Headaches or sore eyes can also occur, eg if the lighting is poor.	Staff all receive basic training on work station ergonomics and encouraged to assess their workstations.	Provide improved training for IT team and develop strategy to enforce good practice when setting up work stations. Also reiterate to staff working from home and 'hot desking' at the office, to complete their own assessments and ask for help/equipment/adjustments as required. <b>Josh and Dave have completed training and will be emailing all staff and checking their home setup (from photos)</b>	KJ, JC, DB	October 2020	
Fire	If trapped, staff could suffer fatal injuries from smoke inhalation/ burns.	See fire risk assessment <a href="#">M:\Grove Handbook - master\Health and Safety\Fire Risk Assessment Grove House June 2020.docx</a>				
First aid and accident reporting	Staff and visitors at risk if there is an accident or incident.	Two staff currently trained as first aiders. Stocked first aid box located in kitchen. Accident report book in reception and staff aware of this. Senior managers are aware of RIDDOR.	Arrange for training for an extra staff member. This does not need to be as full first aider. Arrange for accident report book to be monitored regularly. Calendar alert.	DW LM	September 2020	July 2020
COSH	Standard cleaning equipment. Could cause irritation/discomfort. Used toner cartridges are considered hazardous waste and should not go to landfill. Feminine hygiene waste is considered a health risk.	The cleaner has access to supply of appropriate PPE <b>Awaiting Josh and Dave to get back to me regarding how we dispose of waste cartridges.</b> Sanitary waste is disposed of appropriately using a licensed contractor who provides a waste transfer note.				



Offsite social events	Staff could be vulnerable at or returning from offsite social events due to time of day, location or too much alcohol!	<p>Most offsite events are held at locations that will have full risk assessments. Any events not taking place at such venues are fully risk assessed and managed.</p> <p>When planning events, consideration is given to making sure that non alcoholic drinks are available and that all staff have arranged a safe journey home or are accommodated in a local hotel.</p>	<p>Arrange for the recording of these arrangements becomes part of the planning process.</p> <p>Have emailed proposed check list to Chantel.</p>	KJ CD	From now on.	
COVID-19 adjustments	Staff at risk of cross contamination and catching the virus.	<p>Full risk assessment and protocol has been put in place. <a href="#">S:\Grove Handbook\Health and Safety\Covid 19 workplace plans.pdf</a></p>				

