

Health and Safety policy of Empirical Science Education CIC

General statements of intent

1. The business intends to provide and maintain safe premises and healthy working environments.
2. It intends to assess risks effectively and apply measures to control them. It aims to provide and maintain safe plant, equipment and associated operating procedures.
3. It intends to identify substances that are potentially hazardous to health and make sure arrangements are made to control the risks they pose.
4. It intends to provide information, instruction, training and supervision, to ensure everyone is able to carry out their work safely. These provisions will be refreshed periodically or when anything that could affect Health and Safety changes significantly.
5. It intends to involve and consult with worker representatives on Health and Safety issues.
6. It intends to investigate accidents, incidents and cases of work-related illness, so it can identify and put right any shortcomings in its Health and Safety management processes.
7. It intends to have effective arrangements in place to deal with injuries and reduce the effects of any incidents that could result in injury, ill health or damage to the environment.
8. It intends to make sure information on Health and Safety issues is shared across the business.
9. It intends to set targets for continuous improvement in Health and Safety performance, make sure resources are available to help it deliver those targets, and review its Health and Safety policies and procedures at least once a year.

General information

1. The business employs five (5) or more employees. Its sole place of business is: Unit 12, Heathcoat Building, Nottingham Science Park, Nottingham. NG7 2QJ .
2. The business is compliant with the Employers' Liability (Compulsory) Insurance Regulations 1998 and is displaying copies of its Certificate of Insurance at its place of business.

Organisation of Health and Safety responsibilities within Empirical Science Ltd

Everyone within Empirical Science Ltd has a responsibility for ensuring that the business operates safely. Specific responsibilities are listed below.

1. The senior management through Dr Andrew Rollason will ensure that there are effective policies, codes of practice and instructions to staff for health, safety and welfare, issued on behalf of the business, for all workers in the business whether employed, self-employed or contractors working on site.
 - 1.1. Dr Andrew Rollason is to ensure that the business is given current information regarding Health and Safety legislation and is to identify the business's responsibilities, also to initiate and advise on amendments to the Health and Safety policy, Codes of Practice and any safety instructions.
 - 1.2. Dr Andrew Rollason shall disseminate information on health, safety and welfare within the organisation as appropriate.

- 1.3. Dr Andrew Rollason shall be the custodian of the business's Health and Safety records.
- 1.4. Dr Andrew Rollason shall co-ordinate the business's Health and Safety audits and inspections/risk assessments, and supervise the general administration arising from Health and Safety matters.
- 1.5. Dr Andrew Rollason shall arrange that workers' safety representatives be appointed (where appropriate), trained and perform their duties satisfactorily.
- 1.6. Dr Andrew Rollason shall ensure that records are kept of the business's activities in respect of:
 - 1.6.1. Training given to all workers (including safety representatives);
 - 1.6.2. Copies of all inspection/audit and risk assessment reports; and
 - 1.6.3. Accident/incident reports and statistics.
- 1.7. Dr Andrew Rollason shall compile an annual report on the state of Health and Safety within the business which shall give an overview of the training of workers, any repairs and maintenance that are required in the interests of Health and Safety, recommendations on procedures that need to be introduced to comply with current and forthcoming Health and Safety legislation, and accident statistics for the business.
- 1.8. Dr Andrew Rollason will ensure that workers' reports are completed where accidents and incidents occur, that appropriate entries are made in the accident book and that where required, the accidents/incidents are reported to the appropriate enforcing authority.
- 1.9. Dr Andrew Rollason will arrange Health and Safety training courses for all workers (where appropriate) including induction training.
- 1.10. Dr Andrew Rollason will liaise with the fire authorities, environmental health officers, and other official bodies as appropriate.
- 1.11. Dr Andrew Rollason will arrange for the testing and inspection, by a competent contractor, of fire alarms, firefighting appliances, and emergency lighting within the business areas. Records will be kept of those tests and inspections.
- 1.12. Dr Andrew Rollason will monitor the safety performance of the business as a whole by monitoring the accident books, use of first aid facilities, the length of time that is taken before action is taken on repairs and maintenance, reports from enforcement authorities, reports from safety representatives and Health and Safety advisors.
- 1.13. Dr Andrew Rollason will monitor the appointment of contractors to perform work for the business and will ensure by reference to materials supplied by the contractors in respect of Health and Safety enquiries, that they are competent to carry out the work. During the period that the contractors are on the premises, Dr Andrew Rollason will continue to monitor the work of those contractors by liaison with the person to whom the contractors are to report.
- 1.14. Dr Andrew Rollason will ensure that risk assessments are performed, reviewed, and recorded as required by legislation.
- 1.15. Dr Andrew Rollason will arrange for occupational health medical examinations to be undertaken where necessary.
2. All workers have the following responsibilities:
 - 2.1. To read and understand this Health and Safety policy and to perform their work in accordance with the requirements of this document;

- 2.2. To read and understand any Codes of Practice and any safety instructions that are issued from time to time, and to perform their work in accordance with the requirements of those documents; and
- 2.3. To comply with Section 7 and Section 8 of the Health and Safety at Work etc Act 1974 in respect of their work and in particular:
 - 2.3.1. To take care of their own Health and Safety and that of others who may be affected by their acts or omissions;
 - 2.3.2. To co-operate with the employer to enable the business to comply with any legal duty or requirement placed upon it or its workers;
 - 2.3.3. Not to recklessly or intentionally interfere with anything provided in the interests of Health and Safety;
 - 2.3.4. To work in a safe manner and not take unnecessary risks that could endanger themselves or others;
 - 2.3.5. Where possible, to remove hazards or protect persons, as far as is reasonably practicable;
 - 2.3.6. To follow laid down procedures and report to their line manager:
 - 2.3.6.1. Any injury to themselves or others caused by work activities;
 - 2.3.6.2. Any hazards that they find;
 - 2.3.6.3. Any damage or defect to equipment, machinery, etc;
 - 2.3.7. To suggest ways of improving the Health and Safety policy and working methods, to their immediate line manager;
 - 2.3.8. To ensure that equipment is kept in good condition, and use the correct equipment for the task to be undertaken;
 - 2.3.9. Not to use equipment etc. for which it was not intended, or for which they have not been trained;
 - 2.3.10. Where using, visiting, or working on premises other than those under the control of the company, to ensure that they are aware of any Health and Safety policies and procedures that may apply and are in force;
 - 2.3.11. Not to take risks while working or indulge in 'horseplay', practical jokes, etc;
 - 2.3.12. To ensure that any young or inexperienced person working on the premises is not put at risk;
 - 2.3.13. To know the emergency procedures that may apply to the premises, and familiarise themselves with the escape routes, fire alarm system, and firefighting equipment; and
 - 2.3.14. To take care of visitors and others when having meetings on the premises, ensuring that they are not put at risk, are aware of any hazards on the premises and follow the emergency procedures if necessary.

Regular surveillance

1. Dr Andrew Rollason will perform an inspection of the business's workplace on a regular basis to ensure that hazards and risks are reduced to the lowest level reasonably practicable.

Smoking

1. Smoking is prohibited throughout the entire workplace with no exceptions.

2. The business has a smoking policy. Overall responsibility for the smoking policy implementation and review rests with Dr Andrew Rollason. All workers are obliged to adhere to, and facilitate the implementation of the policy. Dr Andrew Rollason shall inform all existing workers, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. Dr Andrew Rollason will also give all new personnel a copy of the policy on recruitment/induction. Appropriate 'No Smoking' signs will be clearly displayed at the entrances to, and within the premises. Local disciplinary procedures will be followed if a worker does not comply with this policy. Those who do not comply with the smoking law are also liable to a fixed penalty fine, and possible criminal prosecution. The business will provide support for smokers who want to stop.

Risk assessments

1. The business has prepared or is preparing various risk assessments of specific risks arising within its business. Workers should contact Dr Andrew Rollason for information on specific risks.
2. The business shall review these risk assessments at least as often as may be required in accordance with applicable regulations.

Signed as being the Health and Safety Policy on 07 July 2017.



Dr Andrew Rollason

Empirical Science Education CIC

Unit 12, Heathcoat Building, Nottingham Science Park, Nottingham. NG7 23QJ