



## **HEALTH & SAFETY POLICY**

**CitySync Ltd**

**CA Traffic Ltd**

## **HEALTH AND SAFETY POLICY**

This policy document applies to your employment at CitySync Ltd, Unit 4 Caxton Place, Caxton Way, Stevenage, Hertfordshire. SG1 2UG, UK, and CA Traffic Ltd, Suites 64 & 15, Midshires House, Pure Offices, Smeaton Close, Aylesbury, Buckinghamshire, HP19 8HL. The "Organisation" and all other Organisation sites that you may be asked to work at from time to time.

For any policy to be effective it must be applied throughout the organisation, this policy applies to all staff regardless of position or seniority.

### **1. Policy Statement**

It is the Organisation's intention to provide and maintain a healthy and safe working environment for all its employees and for others who work or visit the Organisation's premises. As well as ensuring that all that is reasonable and practicable is done to prevent personal injury and to comply with the duties laid upon the Organisation as employer under the Health and Safety at Work etc. Act 1974 and any accompanying regulations.

### **2. Objectives**

- 2.1 The Organisation will ensure that management and staff are aware of and accept their individual and collective responsibilities in the care of health and safety of themselves and others.
- 2.2 All members of management and staff are expected to co-operate in the carrying out of this policy and the Organisation will encourage full participation of all employees in matters concerning health and safety within the Organisation.
- 2.3 The Organisation will identify and eliminate or control any situations likely to be hazardous to health and safety or cause damage to persons and/or equipment.
- 2.4 The Organisation is responsible for providing the necessary resources for the implementation of health and safety legislation and the objectives identified in this policy.
- 2.5 The Organisation also recognises the right of non-smokers to breathe smoke-free air and is conscious of its responsibilities to provide a clean healthy and safe working environment.

### **3. Responsibility for Health and Safety Matters**

The overall responsibility for the implementation of this policy in health and safety matters rests with Keith Mann, Operations Director UK, who will be required to do all that is reasonably practicable to meet the health and safety standards laid down in this policy and in legislation and to implement and carry out the policy and its aims set out in this document under the guidance of senior management.

Keith Mann will identify any necessary preventative and protective measures and prioritise the actions necessary to comply with the relevant legislation and ensure that all staff are aware of the procedures relating to accident or sickness.

The additional responsibilities of Keith Mann shall include:

- 3.1 Updating the Health and Safety Rules for the Staff Manual.
- 3.2 Ensuring that all new members of staff are aware of this policy and any rules.
- 3.3 The systematic assessment of all risks to staff, visitors and others using the Organisation's premises.
- 3.4 Issue all new members of staff with the CitySync Ltd and CA Traffic Ltd Health and Safety Policy.
- 3.5 Provide training and re-training where necessary for staff on health and safety matters.
- 3.6 Ensure that all staff are fully trained to discharge their duties.
- 3.7 Investigate all accidents.
- 3.8 Advise managers on safety policies.
- 3.9 Oversee safety inspections by the Health and Safety Executive and ensure the Organisation's premises comply with the minimum requirements.
- 3.10 Co-operate with the local Fire Authority and take adequate steps for fire prevention.
- 3.11 Ensure all staff are made aware of the Safety Regulations in the event of a fire.
- 3.12 Appoint Fire Officers and ensure all staff are aware of who they are.
- 3.13 Ensure there are regular drills and that alarm systems are checked on a regular basis, where this is within our control.
- 3.14 Appoint an adequate number of First Aiders and ensure they receive the necessary training to obtain a First Aid Certificate.

- 3.15 Provide a First Aid box and ensure it is adequately stocked at all times.
- 3.16 Ensure that all staff are made aware of who the First Aiders are.
- 3.17 Maintain records of accidents in the Accident Book.
- 3.18 Carry out reporting procedures relating to Health and Safety as required by Statute and the Health and Safety Executive and other authorities.
- 3.19 Implement and enforce the Organisation's no smoking policy or designate "smoke-free" areas.
- 3.20 Arrange for PAT testing to be carried out on a regular basis.
- 3.21 Implement recommendations of risk assessments identified within the Organisation.
- 3.22 Where appropriate consult with Trade Union Safety Representatives on all matters relating to health & safety.

#### **4. The Responsibility and Role of Employees**

Whilst the duty to ensure compliance with Health and Safety matters remains with Keith Mann management and staff are expected to take care of the health and safety of their fellow employees and visitors under their immediate supervision. All members of staff are expected to observe all hazards and all accidents involving injury which should immediately be reported to their manager/supervisor or Keith Mann.

Every member of staff must acquaint themselves with the rules governing health and safety within the Organisation and in addition ensure the following:

- 1 shall make themselves familiar with and conform to the health and safety programme at all times;
- 2 shall observe all safety rules at all times;
- 3 shall wear appropriate safety equipment and use appropriate safety devices at all times;
- 4 will conform to all instructions given by the Health and Safety Officer and others with responsibility for health and safety;
- 5 will ensure that their own work stations and floor areas are clean and tidy at the end of each day; all sensitive and confidential information, whether it be on paper, a storage device, or a hardware device, is properly locked away or disposed of when a workstation is not in use;

- 6 will ensure that gangways are free from hazards, e.g. trailing wires, boxes, etc., and all emergency exits, stairs and corridors are free from obstruction;
- 7 will not tamper with electric supply or appliances, or attempt to repair faulty electrical equipment;
- 8 will report all accidents and damage to their Supervisor or the Health and Safety Officer, whether persons are injured or not;
- 9 will report any faulty or hazardous fixtures, fitting, furniture or equipment to their Supervisor or the Health and Safety Officer;
- 10 may make suggestions for the improvement of health and safety in the Company to their Supervisor or the Health and Safety Officer;
- 11 Switch off electrical equipment before leaving the building;
- 12 Observe all rules and procedures relating to evacuation of premises during an emergency;
- 13 Ensure the kitchen areas and washrooms are kept clean and tidy.
- 14 Ensure personal electrical equipment is PAT tested

## **5. Emergency Procedures**

In the event of an emergency during normal business hours, all employees are to follow the procedures set out below:

1. On the sounding of a fire alarm or other appropriate warning, leave the building immediately by way of the designated access doors.
2. Do not risk your personal safety in recovering any personal items or belongings.
3. Meet at the designated meeting point for your building or department.
4. Stay together and seek out the most senior member of the group to give further instructions.
5. Do not re-enter the building until the alarm or warning has ceased and you have been advised that it is safe to return.

## **6. Stress in the Workplace**

- 6.1 The Organisation recognises and accepts its responsibility to alleviate any excessive pressure or demands placed on employees, which might cause them to suffer stress, which has a detrimental effect on their health. This does not include normal and reasonable pressures associated with a job, which an employee should be able to manage appropriately.
- 6.2 The Organisation will carry out regular risk assessments to identify, control or eliminate the risk of stress in the workplace.
- 6.3 The Organisation will regularly review its risk assessments. This will include monitoring workloads, monitoring working hours and overtime, monitoring holidays taken to ensure staff are taking their full entitlement. Ensuring that bullying and harassment is not tolerated within the workplace, ensuring good communication between management and staff and providing additional support to employees by either referral to workplace councillors or specialist agencies.
- 6.4 The Organisation will provide training for all managers and supervising staff in good management practices and identifying stress indicators.
- 6.5 In order for the Organisation to monitor stress all employees are expected to do the following:
1. Raise and report issues of concern to their line manager.
  2. Inform their Line Manager of any concerns relating to excessive pressures and demands within the workplace.
  3. Inform their Line Manager of any stress related illness associated either with the workplace or outside the workplace, (e.g. bereavement, separation etc.).
  4. Accept opportunities for counselling when recommended.

## **7. Date of Implementation**

This policy is effective from 25<sup>th</sup> June 2018 and shall not apply to any actions that occurred prior to this date.

## **8. Questions**

If you have any questions regarding this policy document and how it applies to you please consult Keith Mann.

## **9. Alteration of these Guidelines**

These guidelines will be subject to change and updating. Any alterations will be communicated to you by Keith Mann.