



Our health and safety policy pursuant to  
(Health and Safety at Work Act 1974)

# (PART ONE) General Statement of Policy, Duties & Responsibilities

**1.1** Syndicate Facilities Management Ltd 'the company' is committed to providing a safe and healthy working environment (as far as is reasonably practicable) for all stakeholders and visitors to its premises under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

Throughout this Statement, terms such as 'staff', 'workers', 'employees', include both paid and volunteer workers. The company aims to promote the health, safety and wellbeing of its committee members, volunteers, staff and any visitors by:

- Taking all reasonably practicable steps to safeguard the health, safety and welfare of all personnel while at work;
- Providing suitable working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety;
- Encouraging stakeholders to cooperate with the company in all safety matters, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory;
- Ensure the provision and maintenance of plant, equipment and safe systems of work;
- Maintaining safe arrangements for the use, handling, storage and transport of articles and substances;
- Providing sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their own safety and health. Furthermore, provide specific information, instruction, training and supervision to personnel who have particular health and safety responsibilities (eg a person appointed as a Health and Safety Officer or Representative);
- Making, as far as is reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public or other persons that may arise as a result of the company's activities;
- Making suitable and sufficient assessments of the risks to the health and safety of employees and persons not in the employment of the company arising out of or in connection with the company's activities;
- Making specific assessment of risks in respect of new or expectant mothers and people under the age of eighteen;

- Providing information to other employers of any risks to which those employer's workers on the Groups/Organisation's premises may be exposed.

This policy and/or the procedures for its implementation may be altered at any time with approval from the company's board of directors. The statement and the procedures are to be reviewed during the fourth quarter of each year by the Managing Director. Any proposed changes will be reported to the board of directors for approval.

## **1.2 Statutory duty of the company**

The company will comply with its duty to ensure, as far as is reasonably practicable, the health, safety and welfare of its workers and of visitors to its premises and, in general, to:

- Make workplaces are and remain safe and without risks to health;
- Ensure any plant and machinery are safe and that safe systems of work are both set and followed (where applicable);
- Ensure articles and substances are moved, stored and used both safely and appropriately;
- Give all employees the information, instruction, training and supervision necessary to remain safe and well.

In particular, Syndicate Facilities Management Ltd will:

- Assess the risks to health and safety of its volunteers/workers;
- Make arrangements for implementing the health and safety measures identified as necessary by this assessment;
- Record any significant findings of the risk assessment and the subsequent arrangements for any additional health and safety measures;
- Create and implement a health and safety policy including the health and safety arrangements in force, and bring it to the attention of its workers;
- Appoint someone competent to assist with health and safety responsibilities;
- Where the company operates a physical premises:
  - Set up emergency procedures;
  - Provide adequate facilities for First Aid
  - Ensure that the workplace satisfies health, safety and welfare requirements, eg for ventilation, temperature, lighting and for sanitary, washing and rest facilities;

- Ensure that work equipment is suitable for its intended use as far as health and safety is concerned, and that it is properly maintained and used;
- Prevent or adequately control exposure to substances that may damage health;
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise and/or radiation;
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury;
- Provide free personal protective equipment (PPE) where risks cannot be adequately controlled by other means;
- Ensure that appropriate safety signage is provided and correctly maintained;
- Report certain injuries, diseases and dangerous occurrences to the HSE, pursuant to The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

### **1.3 Statutory duty of the company's employees**

Employees also have legal duties with regard to health and safety, and Syndicate confidently requests non-employed (voluntary) workers also to observe these. They include the following:

- To take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or do not do;
- To cooperate with the company on all issues relating to health and safety;
- To use work items provided by the company correctly, including personal protective and any electrical equipment, in accordance with training and instructions;
- Not to interfere with or misuse anything provided for health and safety purposes;
- To report at the earliest opportunity, injuries, accidents or dangerous occurrences at work, including those involving the public and participants in activities organised by the company;

Health and safety legislation applies not only to employees in the workplace, it also applies to organisations and people who occupy or use buildings to which members of the public have access.

### **1.4 Policy for Visitors and Subcontractors On arrival to designated sites**

On arrival, subcontractors should immediately report to their site contact and fully cooperate and comply with all reasonable practicable in house procedures for the management of visitor/contractor safety.

All Syndicate representatives, including contractors and/or their workers, must sign, record the date and time of their arrival and, before leaving, should further record their time of departure accurately. All contractors working on site should report any concerns relating to their own safety or suspected unsafe working practices to their site manager and immediate line manager at Syndicate who will investigate concerns and act appropriately.

## **(PART TWO) Organisation of Health and Safety**

Syndicate Facilities Management Ltd will appoint a health and safety representative to manage and oversee the broad overview of health and safety matters within its company, in part but not solely to:

- Keep the company's policies and procedures relating to health, safety and welfare, under review;
- Conduct annual safety tours of the company's premises (where applicable);
- Ensure that risk assessments are carried out, including assessments regarding substances hazardous to health (COSHH Regulations);
- Take such action as may be required to ensure that the company's commitment to health and safety are maintained, developed and continuously improved;
- Report to the board of directors on their performance of these responsibilities on a regular, predetermined basis;

All workers must exercise reasonably practicable care to avoid accidents during the course of their work and comply with the following general rules along with any further policies/procedures the company may implement from time to time.

### **2.1 Safety tours**

Syndicate's appointed health and safety representative will conduct safety tours and inspections of premises under the company's control (where applicable) and file reports on any findings for the company's board of directors. All necessary actions as a result of the tour shall, where reasonable and practicable, be implemented. All safety tours should include inspection of the site's accident/near miss records.

### **2.3 Near miss/accident reporting**

Any accident records must be kept under lock and key in order to fulfill the company's responsibility for Data Protection. Any potential/actual injury suffered by workers or visitors to sites under the company's control, during the course of employment or otherwise, however slight, must be recorded, together with such other particulars as are required by statutory regulations, in an accident record maintained by Syndicate Facilities Management Ltd.

### **2.4 General Fire safety rules**

- All personnel must familiarise themselves with fire escape routes and site-specific evacuation procedures, following the direction of the organisation's (Syndicate or others) procedures relating to safe evacuation in the event of fire;
- No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of Syndicate Facilities Management Ltd and any directions for the use of such must be followed precisely;
- Corridors and doorways must be kept free of obstructions and adequately lit;
- Defective equipment, furniture and structures must be reported as such without delay;
- Smoking within premises is strictly prohibited and employees are required to follow site-specific policies on designated smoking areas.

### **2.5 Hygiene and waste disposal**

Facilities for the disposal of waste materials must be kept clean and maintained. Waste must be disposed of in an appropriate manner and in accordance with any special, site-specific instructions and any instructions relating to disposal of the particular material concerned.

### **2.6 Display screen equipment**

The company ensures the well-being of workers who habitually use display screen equipment for a significant part of their normal work and will ensure that any associated office equipment (desks, chairs, PC's etc.) are both suitable and safe for use by making assessments on the adequacy of equipment regularly during the staff induction period and recording these assessments in company HR files.

All workers are advised to take a five minute break from the display screen equipment at least once an hour and are advised that, if they experience vision defects or other discomfort that they believe may be wholly or in part a consequence of their use of such equipment, they have the right to an eye-test at the company's expense.

## **2.7 Drugs and Alcohol**

Any drugs (except those under medical supervision) are strictly prohibited on premises at all times. The use of intoxicants (alcohol) is prohibited during working hours, and no worker may undertake their duties if under the influence of drugs or alcohol (except where medical supervision can be proved).

# **(PART THREE) Arrangements and Procedures**

The responsible person nominated to oversee the company's health and safety, is responsible for ensuring that the safety policy is carried out and that responsibilities for safety, health and welfare are properly assigned and accepted at all levels. Their contact details will be provided to all employees during the induction phase of employment and will be displayed in back of house staff areas where Syndicate Facilities Management Ltd operates staff premises.

## **3.1 First Aid and accident reporting procedure**

Where the company operates a staff premises, the information and contact details for current, designated first aiders will be displayed and staff brought to the attention of such notice, the location of this notice along with the contact information for appointed first aiders.

Where the company operates a premises facilities for first aid (first aid box and equipment) will be provided and staff made aware of the location of first aid boxes on their site.

### **3.1.2 Accidents**

- In the event of serious injury or illness, staff must contact emergency services on 999 and ask for "ambulance" and when asked to provide location and details of the accident/illness.
- All accidents must be reported to the appointed Health and Safety Officer or the employee's immediate line manager as soon as possible;
- All accidents and near misses must be recorded on company accident forms which are made available to all members of staff whether working remotely or on a company premises. The procedures for 'notifiable' accidents as shown in Appendix A below must be followed at all times;

- The Health and Safety Officer will investigate incidents, accidents and near misses, filing a detailed report for the company's board of directors to consider any actions necessary in order to prevent reoccurrence.

## 3.2 Fire drills and evacuation procedures

### 3.2.1 Fire Drills

- Where the company operates a staff premises, all workers, visitors and volunteers must be made aware of the site-specific fire procedures, fire safety appliances and emergency escape routes for the site;
- Fire alarm call points, fire exits, emergency lighting and fire suppression systems will be tested by a suitably experienced/qualified person at asset-specific frequencies in order to comply with statutory legislation and the relevant British Standards for best practise;
- Where the company operates a staff premises, a suitably trained Fire Officer will be appointed to conduct regular fire drills and fire prevention checks (visual inspections).

### 3.2.2 in the event of Fire

- Persons discovering fire or smoke should activate the nearest, safe fire call point;
- All persons to evacuate the premises via the nearest, fire exit and assemble at the designated, site-specific assembly point;
- Where safe to do so doors and windows should be closed to help contain the fire where there is no element of personal risk;
- No one should leave the assembly point without permission of the responsible person on site;
- If **any** fire occurs, **however minor**, the Fire Service must be called immediately by dialling 999 and when prompted, asking for "fire", providing information on the location of the fire;
- Once the fire service arrives, advise of any persons not accounted for at the assembly point;

### 3.2.3 General fire safety

- All thoroughfares and fire exits must be kept clear of obstructions at all times;

- Vehicles must not be parked so close to premises as to potentially cause an obstruction in the event of building evacuation;
- Any hazards, suspected hazards or general health and safety concerns should be reported to the Health and Safety Officer or the employee's immediate line manager as soon as possible;

## **(PART FOUR) Appendices**

### **APPENDIX A - ACCIDENT REPORTING**

#### **1. Accidents**

All accidents which occur during work, whether directly for or undertaken on behalf of Syndicate must be recorded as per section 3.1 (First Aid and accident reporting procedure)

#### **2. Accidents to workers or other contractual staff**

- a) For all accidents an accident form must be completed and provided to the company's appointed health and safety officer;
- b) Where an accident must be reported in accordance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) an accident form should be completed and Syndicate's appointed health and safety officer will file a report to the HSE pursuant to RIDDOR;
- c) Where accidents/injuries involve a fatality, fracture, amputation or other specified injury (see section 5 below);
- d) If a reportable accident occurs involving a subcontractor's employee, on a work premises or site not under Syndicate's control the premises controller will be responsible for reporting the accident;

#### **3. Accidents to members of the public**

- a) An accident form must be completed and provided to Syndicate's appointed health and safety officer;
- b) Where accidents are reportable to the Health and Safety Executive (HSE), for example, in the event of fatality, fracture, amputation or other specified injury (section 5) the HSE must be immediately notified;

- c) Some injuries may not be fully identified until the casualty has been to hospital. It's therefore essential that, if it is known that any individual has gone to hospital as a result of an accident that the necessary follow up actions are carried out;

#### **4. RIDDOR reporting**

- a) For accidents reportable to the Health and safety executive, followed by a report to Syndicate's responsible person. The HSE should be contacted immediately via:

<https://www.hse.gov.uk/riddor/report.htm>

**IF IN DOUBT REPORT IT**

Where a reportable accident involves a contractor's employee and the premises are under the control of someone other than Syndicate or the contractor then the person in control of the premises is responsible for reporting the accident to the appropriate parties.

#### **5. Definition of specified major injuries and conditions (non-exhaustive)**

- a) Fracture of the skull, spine or pelvis any bone in the arm or wrist, but not a bone in the hand; any bone in the leg or ankles, but not a bone in the foot;
- b) Amputation of a hand or foot, a finger, thumb or toe; any part thereof if the joint or bone is completely severed;
- c) Any loss of sight, penetrating injury, chemical or hot burns to eye(s);
- d) Injuries including burns either requiring immediate medical treatment, or involving loss of consciousness, resulting (in either case) from electric shock from any electrical circuit or equipment, whether or not due to direct contact;
- e) Loss of consciousness resulting from lack of oxygen;
- f) Decompression sickness requiring medical treatment;
- g) Either acute illness requiring treatment, or loss of consciousness, resulting (in either case) from absorption of any substance by inhalation, ingestion or through the person's skin;
- h) Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material;
- i) Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours.

#### **6. Definition of specified dangerous occurrences**

- a) In the event of any of the following: Collapse/overturning of machinery, explosion/collapse of closed vessel/boiler, electrical explosions and fires as a result of electrical explosions;
- b) Occupational diseases: in the event of including fatalities as a result of poisoning, skin diseases, lung diseases and infections. On receipt of a written diagnosis from a doctor, or in the event of a fatality immediately make a report to the HSE via:

<https://notifications.hse.gov.uk/riddorforms/Disease>

**IF IN DOUBT REPORT IT**

## **APPENDIX B - CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (Control of Substances Hazardous to Health Regulations 2002)**

### **1. Risk assessments**

All risk assessments must be systematically reviewed and give due regard to:

- a) Whether substances are present and in what form;
- b) What the potential harmful effects are to workers and environment;
- c) Where and how the substances are used and handled;
- d) Who could be affected by harmful effects, to what extent, for how long and under what circumstances;
- e) The likelihood of exposure and any associated harmful effects;
- f) What precautions need to be taken pursuant to COSHH;
- g) What procedures need to be put in place in order to comply with the Control of Asbestos at Work Regulations 2002?

### **2. Prevention and control**

All employers have to ensure that the exposure of workers to hazardous substances is prevented, or, if this is not reasonably practicable, adequately controlled.

Subsequent to assessment of risks, the employer has to decide which control measures are appropriate to the work situation in order to deal effectively with any hazardous substances that may present. This may mean preventing exposure by:

- a) Removing the hazardous substance by changing the current process;
- b) Substituting with a safe or safer substance, or using a safer form.

Or where this isn't reasonably practicable, controlling exposure by:

- a) Totally enclosing the process;
- b) Using partial enclosure and extraction equipment;
- c) Improving ventilation;
- d) Using safe systems of work and handling procedures.

It's the employer's responsibility (i.e the business employing the appointed contractor on their payroll) to choose the appropriate method of controlling the exposure and to examine and test control measures where required while Syndicate will oversee the process.

Regulations limit the use of Personal Protective Equipment (PPE) as the means of protection of those situations only where other measures cannot adequately control exposure/risk. Employers (including Syndicate) must provide any of their workers and, so far as is reasonably practicable, other persons on site who may be exposed to substances hazardous to health, with suitable and sufficient information, instruction and training so that they know the potential risks they and the associated precautions they must take, in order to minimise or eliminate risk.

### **APPENDIX C - DISPLAY SCREEN EQUIPMENT (DSE)**

There are regulations in place to protect workers (including those who are remotely working and self-employed) who habitually use display screen equipment for a significant part of their normal work.

New employees will be required to undertake a DSE assessment during their onboarding to assess any current and existing needs in relation to their use of display screen equipment.

#### **Worker's entitlements**

Any worker who conducts a significant part of their work on display screen equipment will be entitled to request an eye test at Syndicate's expense. Workers should inform their immediate line manager of the request who will bring this forward for processing.

#### **Spectacles**

Where workers require modified or new spectacles, solely for the use of display screen equipment the worker shall be entitled to reimbursement for the cost of a basic pair.

Worker's are free to choose any frame they wish however the employer will only cover the basic costs.

## **Reimbursement**

The worker pays the optician, forwarding any associated receipts to their line manager who will arrange reimbursement.

We request that all paid/unpaid workers, visitors and business partners respect this policy, a copy of which is available on demand.

Jeffrey Mallinson - **Managing Director, Syndicate Facilities Management Ltd**

---