



PROVEK  
HEALTH & SAFETY  
POLICY

## Document Control

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## Health and Safety Policy

### Policy Statement

Provek is committed to promoting health and safety within the workplace and will take all reasonable steps to ensure that all employees conduct their day-to-day duties in a responsible manner paying due care and attention to their own and the health and safety of any other person they meet whilst performing their contracted duties. This commitment applies to the treatment of employees in all situations.

In doing this Provek undertakes to:

- Provide adequate control of the health and safety risks arising from our work activities.
- Consult with our employees and learners on matters affecting their health and safety.
- Provide and maintain safe equipment.
- Provide information, instruction and supervision for employees and learners.
- Ensure all employees and learners are competent to do their tasks, and to give them adequate training.
- Prevent accidents and cases of work-related ill health.
- Maintain safe and healthy working conditions.
- Review and revise this policy as necessary at regular intervals.

### Scope

This policy applies to all employees, associates, consultants, visitors, suppliers of goods or services or any person working on behalf of Provek (hereafter referred to as employees throughout this document).

### Management Responsibilities

This policy has been prepared and published under the requirements of Health and Safety legislation. The purpose of the policy is to establish general standards for health, safety and welfare at work and to distribute responsibility for their achievement to all managers, supervisors, and other employees through the normal line management processes.

The Health & Safety representative is the Operations Director.

The Health & Safety representative is responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored. Health and Safety Policies must be regularly reviewed to ensure so far as is reasonably practicable:

- That the declared statement of the Health and Safety at Work Policy is achieved
- That all employees within Provek are made fully aware that health and safety is regarded as having equal ranking with other management responsibilities

The Health and Safety at Work Policy is reviewed regularly, and any changes are brought to the attention of the Health & Safety representative

The appointed managers are wholly accountable to the Board of Directors.

Appointed managers will ensure that regular safety audits are carried out within their departments, covering premises, workplaces and work activities throughout the sphere of their operations.

Assigned managers will support, consult and co-operate in developing, educating and encouraging a health and safety culture throughout their departments and effectively be working towards Provek's overall strategy on Health and Safety.

## Responsibilities

All managers of people have the responsibility to ensure that the policy is consistently and appropriately implemented. Managers must ensure that all individual employees are aware that they always have an obligation to adhere to this policy and do nothing to jeopardise the health and safety of either themselves or anyone they may meet whilst performing their contracted duties. All employees are responsible for their own behaviour and actions and must comply with all aspects of this whilst performing their contracted duties during his or her employment.

## Reports to The Health and Safety Executive

The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1985 to the Health and Safety Executive shall rest with the Board of Directors, as delegated to the Health and Safety representative.

The Operations Director is responsible for reporting incidents.

## Specialist Advisory Bodies

Certain bodies and the individual members of those bodies have always had a Health and Safety role, most notably, the Health & Safety Executive, or local Environmental Health Departments. If further specialist advice is required, this may be obtained by managers from expert individuals or bodies outside of Provek.

## First Aid

It is the policy of Provek to make provision for First Aid and the training of 'First Aiders' in accordance with the First Aid Regulations (1982). The Health and Safety representative is responsible for ensuring the regulations are implemented and for identifying training needs.

## Fire

The Board of Directors is responsible for ensuring that staff receive adequate fire training, and that nominated fire officers are designated in Provek premises.

In addition, Provek will nominate a Fire Officer (this may be the Health and Safety representative, or this may be an external body to the company) to:

- Report and advise on the standard of fire safety in Provek's premises and the standard of fire training of its staff.
- Undertake overall responsibility for fire training.
- Assist in the investigation of all fires in Provek's premises and to submit reports of such incidents.
- Ensure fire equipment is maintained regularly.

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## Lifting and Handling

Managers are responsible for informing staff of safe lifting techniques. The Health and Safety representative will identify specific training needs. The Health and Safety manager will ensure training in lifting and handling is provided to staff as appropriate.

## Non-Smoking on Provek premises

In line with legislation, Provek has agreed that there will be no smoking in its buildings. The overall aim is to reduce smoking and so save life, reduce risk of fire, prevent unnecessary illness and chronic disability. The rules relating to smoking are in the Staff Handbook.

## Control of Substances Hazardous to Health

The Control of Substances Hazardous to Health Regulations (COSHH) requires Provek to identify those substances which are in use and which are hazardous to health (as legally defined) and to assess the risk of those substances. Provek must also provide and use controls to prevent exposure to substances hazardous to health; maintain controls by monitoring exposure or by health surveillance of employees; and provide information, instruction and training for employees on all these matters. The appointed Health and Safety representative is responsible for implementing these regulations.

## Computer Installations and Visual Display Units

All new computer installations must adhere to the British Standard Specifications and comply with the Health and Safety (Display Screen Equipment) Regulations 1992. All new employees operating VDUs are to be issued with a copy of the Health and Safety Executive Booklet entitled 'Working with VDUs'. New employees who regularly use VDUs will be required to undergo regular eye testing.

## Control of Working Time

Provek is committed to the principles of the Working Time Regulations (1998). No member of staff is expected to work more than 48 hours per week (including overtime) unless there are exceptional circumstances. Similarly, all other requirements of the regulations e.g. in relation to breaks, night workers etc. will be complied with.

## Health and Safety and the Individual

The Health and Safety at Work Act requires each employee 'to take reasonable care for the Health and Safety of himself and of other persons who may be affected by their acts and omissions' and co-operate fully to enable management to carry out their responsibilities under the Act. Employees have equal responsibility with Provek for Health and Safety at Work.

The refusal of any employee to meet their obligations will be regarded as a matter to be dealt with under the Disciplinary Procedure. In normal circumstances counselling of the employee should be sufficient. With a continuing problem, or where an employee leaves themselves or other employees open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure.

## Staff wellbeing

Provek is committed to promoting health and safety including staff wellbeing within the workplace and will take all reasonable steps to ensure that this commitment applies to the treatment of employees in all situations.

In doing this Provek undertakes to:

- Complete a risk assessment to identify, control and manage the hazards to health and safety including risks to employee's mental health as well as their physical health.
- Consult with employees regularly to see how they feel via monthly one to one sessions.
- Offer regular breaks.
- Allow flexible working where appropriate.
- Ensure that positive feedback is given where it is due.
- Provide employee inductions which include information on mental health support that is available.
- Offer reasonable adjustments within the workplace. *'Reasonable adjustments' are dependent on how effective, practical, affordable and disruptive making the change would be to Provek.*
- Review and revise this policy as necessary at regular intervals.

When an individual has been deemed as unfit for work due to a mental health issue Provek will:

- Maintain positive regular contact throughout the duration of their sickness absence.
- Arrange a return-to-work interview.
- Where appropriate offer a phased return to work.

## Support

Provek will consult with employees periodically to ascertain what measures should be taken to increase awareness of health and safety and to ensure that all necessary measures are taken to make this policy effective.

Provek will take such measures as may be necessary to ensure proper training, supervision and instructions of all employees in matters pertaining to their health and safety and to provide any necessary information.

## Homeworkers

Any employee who is a homeworker must also comply with the terms of the Homeworking Policy to ensure that their working environment is safe and fit for purpose. Inspections of the home working environment will be conducted periodically to verify this.

## Apprentices and students in the workplace

It is the responsibility of employers providing training facilities either at their place of work or an external venue to ensure the health & safety of apprentices or students employed by them.

## Policy in Practice

All employees must:

- Make themselves aware of this policy.
- Have a duty of care in respect of the health and safety of not only themselves but of other employees, customers and members of the public.
- Always adhere to the general health and safety rules and procedures
- Report all accidents no matter how minor without delay.
- Fully co-operate with any accident investigation.
- Offer all necessary assistance to ensure the health and safety at work of all employees.
- Not attend work whilst under the influence of alcohol, intoxicants, drugs or other substances.
- Inform their manager immediately if they are taking any prescription medicine that may impair their ability to perform their duties or compromise health and safety.

## Student safety

Trainers have a responsibility when on-site or at an external venue conducting workshops to assess facilities to ensure compliance with health & safety regulations and that neither they nor the student are in any way at risk. They are obliged to raise any areas of concern to the employer or their point of contact if training at an external venue.

Additionally, if a trainer has any concerns over a student's personal well-being, either under health & safety or safeguarding regulations they must raise them with the most appropriate person. That person may be the employer of the student or Provek's Operations Manager, who will assess the matter and escalate as appropriate.

## Policy Review

This policy shall be reviewed annually and amended accordingly at intervals not exceeding 12 months.