

Shout! Communications Health, Safety and Environment Policy

The aim of this policy is to ensure that everyone is aware of both the company and individual's responsibility for health and safety issues.

The company recognises its responsibility to provide and maintain a safe and healthy working environment. It is a priority of the company to comply with all legal requirements and approved codes of practice and to use these as a minimum standard to be improved upon whenever practical.

Fire

Everyone needs to know the procedure with regards to:

- Fire drills
- Fire emergency

Fire Drills

- NB Real Estate, as the building management company, is responsible for fire drills. They liaise with Shout! Communications director.
- In the event of an evacuation the meeting location is on the pedestrian area at the corner of Wellington Street and Russell Street.
- Fire wardens are appointed by NB Real Estate.

Fire Emergency

- On discovering a fire, look to see if it is possible to extinguish it safely. If not then, dial 999 or break the nearest alarm if this is closer.
- Upon hearing the fire alarm, make your way out of the building using the marked fire exits and go to the meeting location.

Know your nearest exit and alternative exit route; this may not be the route you usually use for general entrance and exit. All escape routes are signed for this purpose.

It is the responsibility of all employees to know where the emergency exits and the meeting place are.

- Fire extinguishers are located throughout the office and are clearly marked.
It is the responsibility of all employees to know which type of extinguisher to use when tackling a fire e.g. which to use on an electrical fire.
- Continuous ringing of the fire bells means you must evacuate the building immediately:
 - **Do not return to your office if on another floor**
 - **Do not stop to collect personal belongings**
- Do not attempt to re-enter the building until you are advised by the Fire Brigade, Police or authorised fire controller it is safe to do so

SHOUT! COMMUNICATIONS –STAFF POLICIES
Health and Safety Policy

First Aid

- Everyone should work towards the prevention of accidents.
- Shout! Communication's Appointed Person for Emergency Aid is Keren Haynes who is trained to provide initial preliminary first aid.
- In all instances where first aid is provided, follow-up/secondary care should be sought at a doctor's clinic or Accident & Emergency Department, as appropriate.
- All cases of injury or health problems, whether first aid is administered or not, should be reported to the Appointed Person for Emergency Aid, who will complete the accident book accordingly.
- First aid kits are located at the Appointed Person's desk.
- All employees must ensure that the Directors have their correct emergency contact details, in the form of a "next of kin" form. The Directors will notify family if appropriate. The next of kin form is provided to every employee for completion as part of their initial induction. If you have not yet completed one please do so and return to the Office Manager

Accidents

Any accident or injury on the premises must be reported to the Appointed Person for Emergency Aid and Office Manager immediately, so that the matter can be properly investigated, recorded and, if appropriate, reported to the proper authorities. The Appointed Person for Emergency Aid maintains an accident record book.

SHOUT! COMMUNICATIONS –STAFF POLICIES
Health and Safety Policy

Smoking

There is a no smoking policy throughout the office. **Failure to comply with this policy may lead to disciplinary action, which could lead to dismissal.**

Security Arrangements

- The offices are open between 9.00am and 7.00pm. If you require to be in the office outside of these times please see the Directors.
- Employees are encouraged to lock their PC's (i.e. control/delete/lock computer) if away from their workstation for a period of time.

Work Stations

- Equipment and workstations are the responsibility of the Directors; a workstation normally comprises of a desk, chair, desktop PC, monitor and keyboard.
- Issues relating to work stations and ergonomics should be raised with the Finance Manager.

Risk Assessment

- Risk assessments to be carried out, where appropriate, by the company Health and Safety representative (Catherine Bayfield).

Display Screen Equipment

- All employees should ensure that they take the appropriate breaks from their keyboard work area.
- All employees who use a keyboard to carry out their main role are entitled to receive a contribution to a standard eye test every year. The current contribution will be £20 (Boots the Chemist used as the benchmark). This will be reimbursed to the employee on production of a receipt and completion of eyesight test letter of authority form.

Personal Safety

All employees are responsible for ensuring that they are mindful of their personal safety.

Employees should ensure that:

- Either another employee or their manager knows of all external meetings, preferably through a calendar.
- When using public transport to and from meetings after dark that they use well lit routes.
- Where an arrival home is after 21.30 a taxi should be taken from the station.

The Company recognises its responsibility to provide and maintain a safe and healthy working environment. It is a priority of the company to comply with all legal requirements and approved codes of practice and to use these as a minimum standard to be improved upon whenever practical.

SHOUT! COMMUNICATIONS –STAFF POLICIES
Health and Safety Policy

In particular the company will:

- Provide and maintain safe and healthy working conditions, taking account of any legal requirements.
- Provide information, instruction, training and supervision to enable employees to perform their work safely, competently and efficiently.
- Maintain a constant and continuing interest in health and safety matters applicable to the company's activities, in particular by leadership, example and by consulting and involving employees.
- Make available all necessary safety devices and protective equipment and supervise their use.

It is the duty of all employees to exercise personal responsibility for their own health and safety and that of others who may be affected by their work activities. The support of all employees is required to ensure the success of the Company's Health and Safety Policy.

Shout! Communications Eyesight Test Letter of Authority Form

Letter of Authority

In accordance with the Display Screen Equipment Regulations 1993, this is to confirm that Shout! Communicatons authorises:

_____ to be given an eye test.

Shout! Communications agrees to contribute to the cost of the eyesight test.

The named individual may use a voucher to cover the cost of an eyesight test or pay the full amount due and reclaim this amount from Shout! Communications. Any costs for corrective appliances must be paid in full by the individual.

Please tick appropriate box

I acknowledge receipt of a voucher to cover the cost of an eyesight test

I will pay for the eyesight test and reclaim this amount from Shout! Communications

This test will be carried out on (date): _____

At (name and address of optician): _____

Signed: _____

_____ (Director)

For the Optician to Complete

After completing the eyesight test, please complete the section below:

Re-test recommended in _____ months

Comments

Signed: _____
(Optometrist/OMP)

Branch Stamp:

Date: _____

SHOUT! COMMUNICATIONS –STAFF POLICIES
Health and Safety Policy

Note for Employee

Please attach this letter to your expenses form with your receipt of payment and return one photocopy to a director for the HR record.