

# Health and Safety Policy

Metadata Training

## CONTENTS

1. Introduction
2. Responsibilities
3. Policy Statement
4. Policy Reviews
5. Procedures
  - 5.1. Metadata Safety Inspections
  - 5.2. Fire
  - 5.3. DO NOT PUT YOUR OWN SAFETY AT RISK
  - 5.4. Bomb Threat Procedure
  - 5.5. DO NOT IGNORE A SUSPECT PACKAGE - IT IS BETTER TO LOOK FOOLISH THAN BE INJURED
  - 5.6. DO NOT ATTEMPT TO TOUCH THE OBJECT OR ALLOW ANYONE ELSE TO DO SO.
6. First Aid and Serious Injury
7. Medical and Emergency Contact Details
8. Accident and Incident Reporting
9. Maintenance of Workplace, and of Equipment, Devices and Systems
10. Ventilation
11. Temperature in Indoor Workplaces
12. Lighting
13. Cleanliness and Hygiene
14. Working Environment
15. Computer Equipment
16. Electrical Safety
17. Manual Handling
18. Smoking
19. Competency for tasks and training
20. Out of hours working
21. HEALTH AND SAFETY REPRESENTATIVES
  - 21.1. First Aiders
  - 21.2. Fire Marshalls

## 1. Introduction

- I. Everyone in the work environment has both a legal and ethical responsibility for ensuring their workplace is safe, for themselves, their colleagues and visitors, including contractors and other service providers.
- II. Metadata has set out in a document the basis of its Health and Safety Policy to be followed by all its employees and visitors.
- III. The document containing the Policy and its various Procedures is aimed at both meeting legal obligations within the Health and Safety Regulations and also providing employees and visitors with clear guidelines on how to deal with the various health, safety and welfare issues, which exist from day to day.
- IV. The various Procedures are an integral element of the Policy but are liable to amendment and update as circumstances change and the organisation identifies the need to review its safety practices.
- V. The following statement is prepared in compliance with the Health and Safety at Work Act 1974, section 2(3), and sets out the general policy of Metadata with respect to Health, Safety and Welfare at work.

<b>Mike Goodland (manager)</b>	<b>Has overall and final responsibility for health and safety</b>
<b>Mike Goodland (manager)</b>	<b>Has day-to-day responsibility for ensuring this policy is put into practice</b>

## 2. Responsibilities

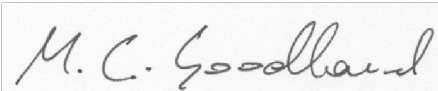
The Managing Director is ultimately responsible for the adequacy and effectiveness of Metadata arrangements for health and safety. The Managing Director will oversee and monitor the implementation of this Health and Safety Policy and will make changes when necessary. The Managing Director is assisted in performing the duties associated with these responsibilities by the Health and Safety Officer. Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Health and Safety Officer.

The responsibilities for each employee's health and safety do not rest entirely with Metadata and its management. An employee, irrespective of his or her position within Metadata, has a legal duty to co-operate with the management to enable Metadata to comply with the law and to ensure that the workplace is safe for everyone.

Employees must consider safety in everything they undertake. In particular they should take all reasonable care of their own health and safety and also that of anybody else who might be affected by their actions or omissions. Employees who are not prepared to work safely are a danger to themselves and their colleagues and are a liability to Metadata.

During work, if an employee becomes aware of any hazards, which they have not been trained to deal with, they should inform their Manager so that appropriate corrective action can be taken. If an employee considers that necessary action has not been taken within a reasonable length of time, they should discuss the situation with their manager. If nothing is done, or they believe that what is done is insufficient the employee should ask for advice from the Managing Director.

### 3. Policy Statement

Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace.	Mike Goodland (Apprentice Director)	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change)
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work.	Mike Goodland	Staff and associates given necessary health and safety induction and provided with appropriate training. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site.
Engage and consult with employees on day-to-day health and safety conditions.	Mike Goodland	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular staff meetings or sooner if required.
Implement emergency procedures – evacuation in case of fire or another significant incident.	Mike Goodland	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary. Delegates on courses demonstrated escape routes.
Maintain safe and healthy working conditions.	Mike Goodland	Toilets, washing facilities and drinking water provided.
Signed: 	<b>Mike Goodland</b>	Date: <b>22/06/2021</b>

## 4. POLICY REVIEWS

- Health and safety policy reviews and health and safety issues are discussed by Metadata. Any member of Metadata management may be approached to raise safety issues. The Health and Safety Officer to whom any findings in this area should also be communicated will undertake risk assessments.
- The Managing Director is ultimately responsible for the control and/or removal, of the uncovered risks, and will make sure that the required action is implemented. Assessments will be reviewed annually.
- You should review your policy if you think it might no longer be valid, e.g. if circumstances change.
- If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster are displayed at (location)	Rear office and Training Centre
First-aid box is located:	Rear office and Training Centre
Accident book is located:	Rear office and Training Centre

- Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

## 5. PROCEDURES

### 5.1. Metadata Safety Inspections

- To ensure that Metadata policies and procedures are being correctly implemented, inspections will be carried out annually. The frequency of monitoring will depend on the issues involved to some extent. Issues arising from inspections will be reported to Metadata management and appropriate remedial action instigated.
- Any member of staff should report any defects, faults and other safety hazards to the Health and Safety Officer as soon as possible.

## 5.2. Fire

1. All members of the staff must ensure they know the positions of the nearest fire alarm call point, internal telephones, fire extinguishers and exit routes.
2. Details of procedures exit and assembly points, and the appointed Fire Marshals, are displayed on notice boards around the office. You **MUST** familiarise yourself with Metadata emergency procedures to minimise the dangers caused by fire.
3. You **MUST** be aware of your nearest fire exit, and its alternative, for emergency use.
4. You **MUST** also be aware of the nearest fire extinguisher to your work location, its type and know how to operate it.
5. On discovering a fire: Activate the Fire Alarm by operating the nearest call point.
  - If it is safe, dial 999 via the nearest internal telephone and state location of fire and any other details which may be of use, including what sort of fire, it is - electrical, chemical etc.
  - Use appropriate fire extinguishers if safe to do so and your escape route is clear.
  - Evacuate the building.
6. On hearing the fire alarm:
  - Immediately evacuate building calmly by the nearest available exit, closing doors & windows.
  - Remain calm and proceed in an orderly manner; do not run. ○ Do not use lifts or stop to collect personal belongings.
  - Report to the assembly point, which is the corner of Cropley Street.
  - Do not re-enter the building until instructed by authorised personnel that it is safe to do so.

### 5.3 DO NOT PUT YOUR OWN SAFETY AT RISK

- The fire alarm system is tested weekly by the Building Management and bi-annual evacuation drills are carried out and organised by the Building Manager.

### 5.4 DO NOT IGNORE A SUSPICIOUS PACKAGE - IT IS BETTER TO LOOK FOOLISH THAN BE INJURED.

- If you receive a suspicious package; inform the Health and Safety Officer immediately - they will contact the police and fire brigade. Evacuate other staff from the immediate area.
- **DO NOT ATTEMPT TO TOUCH THE OBJECT OR ALLOW ANYONE ELSE TO DO SO.**

### 5.5 Bomb Threat Procedure

- If you receive a telephone warning you should allow the caller to complete the message without interrupting him/her, keep the caller talking for as long as possible. Attract the attention of a colleague and ask them to make a written note of the call. Attempt to continue contact by keeping the caller on the line - remain calm and listen carefully - note any information about the caller which may be helpful to the authorities - for example code words, the caller's sex, accent, any speech impediment, age or any background noise.
- After receiving a bomb threat, pass the information to the Health and Safety Officer immediately.
- The Health and Safety Officer will decide whether it is appropriate to evacuate the building or initiate a search of the building.
- The Health and Safety Officer will give instructions as to the evacuation procedure in the event of a bomb threat. The normal fire procedures may not be used, depending on the location of any suspicious package or bomb threat received.



## 6. First Aid and Serious Injury

- A First Aid box is kept in the Rear office and Training Center in clearly marked cupboards and all First Aiders have access to it. First Aid supplies are maintained by the Health and Safety Officer and any use of first aid supplies should be reported to her or to any First Aider.
- In cases of injury, contact any available first aider and if it safe to do so request an ambulance by calling the national emergency telephone number 999 or 112. State the location of the injured person.
- Make sure that as much detail as possible is given to 999 - for example: location, what may have happened, injuries sustained, and your name as well as that of the injured person.
- Unless you are a First Aider do not attempt to administer first aid to the injured person however minor their injury may seem. Try to keep them calm and attempt to find out as much as possible about the accident, and report this as soon as possible to the First Aider or the emergency services.
- Any personal details relating to the accident, such as details of illness, will be kept separately and only the Managing Director will have access to these details. When you fill in the Accident Book you will be required to sign a form to confirm your consent to Metadata retaining this information in accordance with the requirements of the Data Protection Act 1998 and the GDPR.

## 7. Medical and Emergency Contact Details

## 8. Accident and Incident Reporting

- All injuries, diseases and dangerous occurrences must be reported. The Management must be contacted immediately following major injuries and certain dangerous occurrences.
- First Aid boxes are usually kept by the First Aiders or are stored in proximity of their desk. All accidents and cases of work-related ill health are to be recorded in the Accident Book that is kept by the Health and Safety Officer. The Managing Director is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

## 9. Maintenance of Workplace, and of Equipment, Devices and Systems

- Metadata will ensure that all equipment, devices and systems, for example mechanical ventilation systems, emergency lighting and power doors, will be maintained in an efficient

state, in good working order, and cleaned and repaired as appropriate. Regular maintenance will be carried out at suitable intervals, defects remedied, and a suitable record of all the above kept.

## 10. Ventilation

We will try to ensure that every enclosed workplace is ventilated with a sufficient quantity of fresh or purified air. Any equipment used to comply with this will include a device, which will give a visible or audible warning of any failure.

## 11. Temperature in Indoor Workplaces

We will try to ensure that the temperature in all workplaces inside the buildings is reasonable and provides reasonable comfort without the use of special clothing and is at least 16°C (60.8°F). Any air conditioning provided will be checked at regular intervals to ensure that there is no escape into the workplace of fumes, gas or vapour, which may be injurious or offensive.

## 12. Lighting

- Each workplace will have suitable and sufficient lighting, wherever possible using natural light. We also aim to provide sufficient emergency lighting so that employees and other persons in the building are not exposed to danger if artificial light fails.
- At places of particular risk lighting will also be in place to help avoid other potential hazards.
- Lights will not be permitted to become obscured and will be replaced, repaired and cleaned as necessary.

## 13. Cleanliness and Hygiene

Floor, corridors and stairs should be kept clear of litter, boxes, etc. Litter bins and storage cabinets are provided for this purpose. Please ensure that broken glass or other dangerous items are not put into wastepaper bins unprotected.

## 14. Working Environment

- Each workstation will be arranged so it is suitable for the person at work, and for any work likely to be done there as regards floor area, height and unoccupied space. For all those jobs where a substantial part of the work is done with the employee seated, a suitable chair will be provided. A suitable footrest will be provided where necessary.
- Workplace floors and surfaces should be kept clean and tidy. Please ensure that leads to telephones, desk lamps, computer terminals, typewriters and the like are kept as near to the walls as possible, and not allowed to trail across the floors.
- Please ensure that you tell the Health and Safety Officer if any equipment is or appears to be damaged or unsafe.

## 15. Computer Equipment

- Metadata implements a policy concerning Display Screen Equipment (“DSE”) in order to provide a safe environment for staff whose work is highly dependent on the use of DSE. Staff will receive training in the safe use of DSE as part of the induction process to ensure they are aware of the hazards and precautions.
- European legislation requires that those using display screen equipment as a significant part of their normal work abide by certain regulations:
  - Daily work on display screen equipment should be interrupted periodically by breaks or changes in activity, to reduce workload at the equipment. Spells of intensive screen work should be punctuated by regular breaks, to prevent the onset of fatigue.
  - We will ensure that people who regularly use such equipment are provided with an appropriate eye and eyesight test, carried out by an optician or doctor. All those who regularly use computer screens will be provided with adequate health and safety training in the use of that workstation, and this training will be updated if that workstation is modified.

## 16. Electrical Safety

All electrical equipment shall be inspected/tested in accordance with the guidance in the manufacturer instruction manuals. Regular checks are carried out by the Health and Safety Officer and where appropriate inspections and testing are performed by external technicians or contractors. Any new items of electrical equipment including those which are brought from home

must be checked and/or inspected as appropriate. Members of the staff must report immediately any problems arising with electrical equipment to the Health and Safety Officer.

## **17. Manual Handling**

Metadata seeks to minimise the risk of injury from manual handling operations. Members of staff who may be involved in such operations shall receive training in lifting and handling. Please report any manual handling issues to the Health and Safety Officer.

## **18. Smoking**

Smoking is not permitted in office nor in the building.

## **19. Competency for tasks and training**

Induction training will be provided for all employees by the Health and Safety Officer or a nominated person trained for this task. Job specific training will be provided by a nominated senior member of staff. Training records are kept by the Health and Safety Officer.

## **20. Out of hours working**

Individuals must seek the permission of their Line Manager to work outside the normal office hours (9:30am -5:30pm) Monday to Friday.

## **21. HEALTH AND SAFETY REPRESENTATIVES**

The Managing Director of Metadata has appointed the following people to represent Metadata with respect to Health and Safety issues as described in this Policy.

### **21.1 First Aiders**

- Mike Goodland

### **21.2 Fire Marshalls**

- Mike Goodland