

## **Health & Safety**

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### **Health and Safety Policy Statement**

NEMS has established this Health and Safety Policy to ensure the Health, Safety and Welfare at work of all employees and others who may be affected by its activities. This policy will be implemented in all premises owned or controlled by the Company.

In pursuance of this Policy, the Company will take action to:

- provide adequate control of the health and safety risks arising from our work activities;
- consult with our employees on matters affecting their health and safety;
- provide and maintain safe plant and equipment;
- ensure safe handling and use of substances;
- provide information, instruction and supervision for employees;
- ensure all employees 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 and
- review and revise this policy as necessary at regular intervals.

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Signed by  
Geoff Siggins  
Director

## Responsibilities

- Overall and final responsibility for health and safety rests with Richard Lindsay.
- To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Name	Responsibility
Louise Caswell	Operation of the CATI Unit
Martin Hunt	Equipment
Paul Murray	Fire alarms and evacuation procedures

All employees are required to:

- co-operate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety and
- report all health and safety concerns to an appropriate person (as detailed in this policy document)

## Safe equipment

- Martin Hunt will be responsible for identifying all equipment needing maintenance.
- Martin Hunt will be responsible for ensuring effective maintenance procedures are drawn up.
- Martin Hunt will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with equipment should be reported to Martin Hunt.
- Martin Hunt will check that new equipment meets health and safety standards before it is purchased.

## Information, instruction and supervision

- The Health and Safety Law posters are displayed in the library of Unit 23 and the foyer of Unit 22.
- Health and safety advice is available from Geoff Siggins.

## Competency for tasks and training

- Induction training will be provided for all employees by the section or line manager as appropriate.
- Job specific training will be provided by the section manager, line manager or CATI Training Officer as appropriate.
- Training records are kept by Geoff Siggins and Louise Caswell.
- Training will be identified, arranged and monitored by Geoff Siggins and Louise Caswell.

## Accidents, first aid and work-related health

- The first aid box is kept in the main CATI room.
- The first aiders are Sharon McNamee, Dawn Marshall and Paul Murray.
- All accidents and cases of work related ill health are to be recorded in the accident book. The book is kept in the main CATI room.
- Richard Lindsay or Geoff Siggins is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

## **Monitoring**

- To check working conditions and ensure safe working practices are being followed we will do spot checks.
- Richard Lindsay or Geoff Siggins is responsible for investigating accidents.
- Richard Lindsay or Geoff Siggins is responsible for investigating work-related causes of sickness absence.
- Richard Lindsay or Geoff Siggins is responsible for acting on investigation findings to prevent a recurrence.

## **Emergency procedures – fire and evacuation**

- Escape routes are checked by Paul Murray every 3 months.
- Fire extinguishers are maintained and checked by UK Fire International Ltd every 12 months.
- Alarms are tested by Paul Murray every week.
- Emergency evacuation will be tested every 3 months.