

GSS - Health and Safety Policy

1. Policy Statement

GSS's policy is to provide and maintain safe and healthy, environment, working conditions, equipment, and systems of works in our workplace. We take very seriously our obligations and responsibilities under Health and Safety legislation. The objective is to provide a safe working environment and safe working systems. It is also our policy to provide adequate control of the health and safety risks arising from our work activities and to ensure safe handling and use of substances (where required) . We will also provide such information, training, and supervision, as is needed for this purpose. We also acknowledge responsibility for the health and safety for other people who may be affected by our work and activities.

It is also our policy to consult with our employees on matters affecting their health and safety, and it is our policy to prevent accidents and cases of work-related ill health.

We regularly review working practices including the general working environment and individuals work stations to ensure that best practices are adhered to or adopted and that safety hazards are identified and accidents so far as reasonably practicable are avoided. In particular we regularly monitor the safety of any equipment or machinery provided for use by employees. Maintenance is regularly and scrupulously carried out and proper records are kept. All equipment and machinery provided complies with the appropriate UK standards and is designed or adapted for the purpose for which it is used. All employees who use or supervise the use of such equipment or machinery are properly trained in its use including Health and Safety considerations.

GSS employees, staff (Associates, agency staff temporary or permanent) are obliged to take reasonable care for your own safety and for the others who may be affected by your acts or omission and to co-operate fully with us in the arrangement made in relation Health and Safety matters. For example employees must:

- Adhere to the prescribed safe system of working
- Report any faults or defects in machinery or equipment immediately.
- Report any safety concerns at all immediately.

The allocation for safety matters and the particular arrangements that we will make to implement the policy are set out overleaf. The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, our policy and the way it is operated will be reviewed annually.

2. Responsibilities

Richard Wood as Director has overall responsibility for health and safety in the Organisation. Richard Wood is responsible for ensuring that all matters relating to health and safety are addressed within the Organisation and that the policy is kept up to date and reviewed regularly. He is also responsible for the implementation of the Health and Safety Policy, the co-ordination of the undertaking of risk assessments, and the implementation and monitoring of any controls which are imposed as a result of the risk assessments.

Richard Wood has day-to-day responsibility for ensuring that the health and safety policy is put in to practice and that any controls are put in to practice or are carried out.

The following people have responsibility for ensuring health and safety standards are maintained / improved in the following areas:

Name	Area of Responsibility
Sonia Benjamin-Leach	GSS Head office and off site areas
Richard Wood	GSS Head office and off site areas
Dionne Mullins	Square Root Business Centre

All employees have the responsibility to co-operate with the Organisation to achieve a safe and healthy workplace and to take reasonable care of themselves and others and not to interfere with anything provided to safeguard their health and safety. An employee has a responsibility to let Richard Wood or any staff within GSS Head office know if there is a matter relating to health and safety that should be brought to their attention for action.

3. Implementation of Policy

The Health and Safety Representative (Richard Wood) will ensure that all employees have access to the Health and safety policy that is located at GSS Head Offices (Square Root Business Centre, 102-116 Windmill Road, Croydon, Surrey, CRO 2XQ) and also on the GSS website and www.globalsolutionservices.co.uk. Each employee will be given a copy of the general policy on commencement of his/her employment and will sign a declaration of receipt, understanding and adherence to the policy. A copy of this declaration will be kept in individual Personnel files.

4. Risk Assessments

Risk assessments will be undertaken for all members of staff, working activities and systems annually. The results of the risk assessments will be recorded in writing, safety procedures produced and implemented to ensure adequate levels of health, safety and welfare. Risk assessments are to be reviewed regularly to ensure that they are still appropriate to the tasks covered. They will also be reviewed when new equipment is installed, new premises used or when a new system of work or any changes to the business or organisation premises changes.

GSS Management/Directors will be responsible for undertaking risk assessments as required by the Management of Health and safety at work regulations 1999. The results of any risk assessments shall be recorded and kept at GSS HQ, Square Root Business Centre.

The findings of risk assessments will be reported to Richard Wood (Health and Safety Representative) and the responsibility for ensuring that any required action is taken and implemented will be divided by the Directors of GSS under the supervision of Richard Wood.

5. Hazards and Safety Risks

All GSS employees, staff (Associates, agency staff, temporary or contract) have a responsibility to report any potential Health or Safety hazard including infectious or other diseases, accidents or injuries associated with the workplace (RIDDOR 1995)

Example of other hazards and safety risks are as follows:

- Fire risk, e.g. accumulation of combustible waste, blocking or obstruction of fire doors, corridors, or smoking in non-smoking areas.
- Any violence or harassment towards staff
- Electrical problems, e.g. worn cables, loose connections, multiple connectors to power sockets, faulty wiring or trailing cables.
- Defective equipment.
- Defective flooring e.g. worn or frayed carpets, uneven or slippery surfaces.
- Unsuitable loading or stacking.
- Broken glass.
- Carelessness by an employee or other person on the premises, e.g. attempting to repair equipment without proper training.
- Exposure to, or potential contamination, of infectious diseases or toxic materials

6. First Aid

First Aid boxes are located at GSS Head Office, main office.

Jess Taylor is the Appointed First Aider for the Square Root Building. However Sherella Mitchell is responsible for ensuring that the GSS First Aid Box is kept fully stocked and equipped.

All injuries, incidents and dangerous occurrences at work involving employees, staff (Associates, agency staff temporary or Permanent) or members of the public must be reported and recorded in the Accident Book. If anyone becomes ill while at work and requires medical attention arrangements will be made to call a doctor or emergency services or take the employee to Accident & Emergency at the nearest hospital

The accident book is kept next to the First Aid box on the top shelf at the far end of the GSS HQ Main office.

7. Staff Well Being

You have a right to expect that your health and well-being is preserved at all times in the workplace. Personal well-being should always be your first priority, and you must immediately report to your Manager, or to the Reporting Officer, any situations where your occupational health is being jeopardised, or you are experiencing work-related stress, in order that appropriate support can be provided.

It is the policy of GSS to provide enough clean, suitably ventilated toilets and washbasins with hot and cold running water, soap and drying facilities for those expected to use them.

GSS will ensure that there is a suitable seating area for workers to use during breaks, that it is kept clean and that areas where food may be stored is appropriate and makes allowances for correct storage where food will not get contaminated.

It is our policy to provide a working environment where people can work without being irritated by tobacco smoke.

Any issues regarding toilet facilities, drinking water or other welfare facilities should be reported to either Sonia Benjamin-Leach or Richard Wood.

The policy of the Organisation is to maintain in efficient working order, the workplace, certain equipment, devices and systems. Any defect or fault regarding the workplace, certain equipment, devices and systems should be reported immediately to Richard Wood will be responsible for ensuring that any defect or fault is rectified and that records are kept and maintained of any action required or work that is undertaken.

It is GSS policy to take precautions to control the risks of slips and trips in the workplace. Any spill or contamination on floors should be notified immediately to the Directors and be dealt with quickly but employees should not put their own health and safety at risk.

GSS will ensure that lighting is suitable and sufficient to allow staff to work and move around safely. GSS and all its employees are all required to take reasonable steps to ensure that a place of work is kept free from foreseeable hazards. In particular, access and egress routes must be kept clear of obstructions. This includes ensuring fire exits and access routes are kept clear, cables do not trail across pedestrian routes and that obstacles are quickly removed. In addition, safety provisions such as fire doors should not be propped open or fire extinguishers obstructed.

8. Display Screen Equipment

We have particular obligations where employees habitually use display screen equipment as a significant part of normal work. Work stations and work routines will regularly be reviewed to ensure that they comply with the law and to ensure that the employee has adequate breaks from the use of display screen equipment. Regular and proper training will be given to minimise Health and Safety problems. Free eye and eyesight tests are available for those appointed to use display screen equipment and for those who currently use this equipment at regular intervals.

We will pay for glasses prescribed for the use of an employee when operating display screen equipment but not for designer frames or for lenses other than prescribed specifically for use in connection with the operation of display screen equipment.

Richard Wood will be responsible for ensuring that display screen equipment workstations are assessed and will ensure that records of the assessments are kept and maintained.

9. Electrical Equipment

It is GSS's policy to ensure that any electrical system at work is safe to use and properly maintained. GSS will be responsible for ensuring that all electrical installations and electrical equipment are regularly examined by a qualified registered electrician. The electrical installations will be examined every year and records of any examinations or works carried out on the electrical installations will be kept and maintained at GSS Head Offices.

Faulty equipment should be reported to Management/Directors at GSS HQ and labelled faulty and not used until it has been repaired. Richard Wood will be responsible for ensuring that staff are given information or advise on what to do if they suspect that the electrical equipment used or provided is unsafe. **Under no circumstances must staff elect to rectify or fix faulty equipment.** This must be reported to Richard Wood who will take appropriate action to remedy any non-compliances or issues.

10.Improvements

You are encouraged to suggest improvements to the Health and Safety policy and suggestions should be made to the Safety Officer.

11.Discipline

Any breach or non-observance of the Health and Safety policy constitutes a disciplinary offence in respect of which you may in an appropriate case be dismissed.

12.Information, Instruction and Supervision

The following certificates and posters are displayed at GSS Head Office at Square Root Business Centre.

- The Health and Safety Law Poster i
- GSS's Certificate of Employers Liability
- A Copy of GSS's Certificate of Public Liability Insurance

Health and Safety advice is available from: Richard Wood at GSS Head Office or Latoya Christine located in Reception at Square Root Business Centre
Supervision of young workers, trainees or Apprentices is undertaken and monitored by Sonia Benjamin-Leach.

Induction training will be provided for all employees by Sonia Benjamin-Leach and a record of all training will be kept and maintained.

Sonia Benjamin-Leach is responsible for ensuring that employees working at other locations under the control of other employers, are given relevant health and safety information and training where required.

A copy of this Policy is made accessible to all employees via the web and intranet sites and is given to all employees during their Induction with GSS. All staff, including newly appointed ones must be made aware of this Policy and the responsibilities of both GSS and the individual in achieving its objectives.

All updates and amendments to this policy must be disseminated to all staff and sureties of their understanding of any changes with this must be sought

Review

We commit ourselves to undertaking a formal review of the Policy at least once every two years and usually yearly and to communicate changes organisation wide.



August 2018
Signed by Sonia Benjamin-Leach
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