

Creative Consultants Group (CCG) Health & Safety Policy

Introduction

This policy has been prepared to assist us in complying with the Health and Safety (First Aid) Regulations 1981.

This policy sets out how CCG and its staff are expected to act to ensure that all health and safety obligations are met in relation to both visitors and staff.

Status of this Policy

This policy does not form part of any employment contract.

Who is responsible for ensuring safety?

Every member of staff is responsible for ensuring that we have safe working conditions. If you fail to comply with this policy, this will be a form of misconduct and you may be subject to the company's disciplinary procedure.

Our Health and Safety Officer has overall responsibility for health and safety within the company and the operation of this policy, but everyone must comply with it.

What the company will do to ensure safety

The company will provide all staff with:

- a. adequate training and the required supervision to ensure that they can perform their duties safely;
- b. safety training appropriate to their experience and job role; and
- c. a health and safety induction when they first start work.

The company will discuss health and safety matters with staff to identify any issues and provide recommended solutions.

The company will regularly undertake appropriate risk assessments, including fire risk assessments, to identify any health and safety risks, check safety equipment and provide proposals to address any risks that have been identified.

The company will hold fire drills at least every 3 months.

What staff must do to ensure safety

All staff must:

- a. comply with this policy;
- b. report any health and safety concerns, including any damaged equipment, to their manager immediately;

- c. look after their own health and safety and that of others, including by not taking any unnecessary risks or putting themselves or others in danger;
- d. comply with all safety instructions in relation to the use of any equipment;
- e. ensure that they are aware of and keep up to date with all instructions in relation to fire safety; and
- f. fully cooperate with managers and other members of staff in relation to all matters of health and safety, and take such matters extremely seriously.

What must be done if there is an accident in the workplace?

All accidents and injuries at work should be reported to the Health and Safety Officer and recorded in the Accident book.

Do not attempt first aid unless you are a trained first aider. Names of the company's trained first aiders can be obtained from the HR Department. If you are at the scene of an accident and someone requires first aid, you should notify a trained first aider immediately.

What must be done in the event of a fire?

If the fire alarm sounds, you must exit the building immediately using the nearest fire exit and go to the fire assembly point, which is displayed on all fire safety notices.

Staff Entitlements

If you use display screen equipment such as a computer, you will be eligible for a company-paid eye test and a workstation assessment. Should you require further information or wish to use your entitlement, please contact the HR Department.

Variation

This policy may be amended by the company at any time.