

# Health & Safety Policy 2008 – 2009

CGA management Ltd provides is a consultancy with less than 5 permanent employees and works with associates nationally and internationally. Most work takes place on client sites. CGA management Ltd operates in accordance with the Health and Safety at work Act 1974. This Health and Safety Policy Statement of our intention as we grow over the next 12 months:

- to provide adequate control of the health and safety risks arising from our work activities
- to consult with our employees on matters affecting their health and safety
- to provide and maintain safe equipment
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for employees
- to ensure all employees are competent to do their tasks, and to give them adequate training
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions
- to review and revise this policy as necessary at regular intervals.

## Risk Assessment

The 3 main hazards within our organisation concern the following areas:

1. Slipping or tripping over cables within the office - Workplace (Health, Safety & Welfare) Regulations 1992
2. Repetitive strain injury, musculoskeletal disorders back injuries or eye strain through using Computers their screens, and their chairs - Health and Safety (Display Screen Equipment) Regulations 1992 (as amended)
3. Stress at work - Management of Health and Safety at Work Regulations 1999

In order to address the three main hazards above we have taken the following action:

1. All cables are tied together with specialist ties and kept out of the main walk ways.
2. Carpets and flooring has been professionally and securely installed.
3. Desks and chairs are arranged in a way so as to give space and easy walk ways.
4. The induction programme shows how to set up an ergonomically correct workstation in terms of lighting, desk, chair and monitor positioning. Ergonomic chairs and telephone headsets are available to all employees.
5. We encourage regular 5-10 minute breaks away from the computer screens every hour by providing wide selection of teas, coffees comfortable chairs and table space away from the workstation.
6. Information on desk based exercises are provided within the induction manual.

## Key Actions

1. Induction manual and record books to be set-up electronically – Office Manager to action this by 1st March 2009.
2. Job descriptions and roles of responsibility are clearly defined and updated as the organisation changes. This ensures that each employee feels empowered to do his/her job. – Human Resources Manager to action this by the 6th June 2009.
3. Induction manual to be updated to include the latest desk exercises – Human Resources Manager to action this by the 6th June 2009.
4. Contact clients where we work on-site and request their health and safety policy.

The Associates will review this policy every 12 months.

Signed  
(for and on behalf of CGA management Ltd)



Date 12th January 2009  
Review date: 12th January 2010

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## Responsibilities

Risk assessments will be undertaken by Andrew Copland

1. The findings of the risk assessments will be reported to Christina Griffiths
2. Action required to remove/control risks will be approved by Christina Griffiths
3. Andrew Copland will be responsible for ensuring the action required is implemented.
4. Andrew Copland will check that the implemented actions have removed/ reduced the risks.
5. Assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.

Overall and final responsibility for health and safety is that of Christina Griffiths

Day-to-day responsibility for ensuring this policy is put into practice is delegated to Andy Copland

## All employees and associates have to:

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

Information, instruction and supervision will be carried out by Andrew Copland. He is responsible for the Health and Safety Law poster is displayed within the office and providing leaflets and health and safety advice. He is responsible for ensuring that our employees and associates working off or on-site are given relevant health and safety information.

## Induction, competency for tasks and training

Job specific training will be provided by Christina Griffiths. Training records are kept within the North Yorkshire office and are kept by Christina Griffiths. Training needs are identified, arranged and monitored on a 6 monthly basis. Andrew Copland is responsible for our induction programme which is given to trainees, employees and associates. The induction programme covers the following topics: location and contents of law poster, where the leaflets are held, who is responsible for health and safety advice, first aid, fire Safety and information about sitting at desks and using a computer. Associates working on client sites are made aware of client's health and safety procedures.

## Monitoring

Weekly spot checks will be carried out to check our working conditions, and ensure our safe working practices are being followed. Andrew Copland is responsible for investigating accidents and is responsible for investigating work-related causes of sickness absences. Christina Griffiths is responsible for acting on investigation findings to prevent a recurrence. All health and safety incidents are to be recorded within 24 hours to Andrew Copland who will record them in the health and safety book which is stored on our central computers electronically.

## Emergency procedures and first aid

Andrew Copland is responsible for ensuring the fire risk assessment is undertaken and implemented. Escape routes, Fire extinguishers, are checked by Andrew Copland every 6 months. Fire Alarms are tested by the local electrician every 12 months. Emergency evacuation will be carried out every 12 months. Our emergency fire procedures include immediate evacuation and assembly outside on the main street outside the building. The office manager of the day will take the employee register to check that all employees are present. The office manager is the most senior employee in the office on the day.

In the case of an off-site emergency an employee or associate is to call Andrew Copland within 24 hours. This incident will then be monitored. Health surveillance will be arranged by Andrew Copland and records will be kept electronically by Andrew Copland. The first aid box is kept in the main office. Christina Griffiths is appointed first aider and all accidents and cases of work-related ill health are to be recorded in the accident book which is kept electronically.