



This health and safety policy has three parts. The first is the policy statement; the second is the organisation and responsibilities and the third part details the arrangements for health and safety.

## General Statement of Policy

We at Inspired Thinking Group provide marketing services and health and safety is an integral part of our approach to delivering a professional service to our clients.

We are committed to ensuring the health, safety and welfare of our employees, so far as is reasonably practicable, and recognise that the effective management of health and safety is an integral part of our overall business performance. We also fully accept our responsibility for other persons such as clients, contractors and visitors who may be affected by our activities.

### It is our policy:

- > to meet our legal obligations to maintain safe and healthy working conditions.
- > to provide adequate control of the health and safety risks so identified.
- > to consult with our employees on matters affecting their health and safety.
- > to provide and maintain safe equipment.
- > to ensure the safe handling and use of substances.
- > to provide information, instruction, training where necessary for our workforce, taking account of any who do not have English as a first language.
- > to ensure that all workers are competent to do their work, and to give them appropriate training.
- > to prevent accidents and cases of work-related ill health.
- > to actively manage and supervise health and safety at work.
- > to have access to competent advice.
- > to seek continuous improvement in our health and safety performance and management through regular (at least annual) review and revision of this policy.
- > to provide the resource required to make this policy and our Health and Safety arrangements effective.

### We also recognise;

- > our duty to co-operate and work with other employers when we work at premises or sites under their control to ensure the continued health and safety of all those at work.
- > our duty to co-operate and work with other employers and their workers, when their workers come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work.

We will ensure that adequate resources are committed in pursuance of these aims and, wherever required, Competent Persons will be provided, including the use of experts as necessary. We shall carry out risk assessments of our work and have clear rules and procedures to follow. These rules and procedures form part of the health and safety arrangements section of this policy.

Whilst the onus of Health and Safety falls primarily on Management, all employees have legal obligations to take all reasonable care to protect themselves and anyone else affected by their acts or omissions.

The successful implementation of this policy requires total commitment of management and employees at all levels. Details of the organisation and arrangements for health and safety are set out in the health and safety arrangements section of the safety policy document.

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed annually, and if necessary, updated in the light of legislative or organisational changes.

Signed

A handwritten signature in teal ink, appearing to read 'Simon Ward', is positioned above the printed name.

**Simon Ward** *CEO*

6 Jan 2018

## Organisation and Responsibilities

The overall and final responsibility for health and safety in the company lies with Simon Ward.

The day to day responsibility for ensuring this policy is put into practice is delegated to Sara Lysaght & ITG's receptionist.

All employees must co-operate by:

- > **Working with regard to the safety of themselves and others.**
- > **Working safely in accordance with instructed methods.**
- > **Adhering to the Company's safety procedures and rules.**
- > **Reporting all accidents in the proper way and co-operating in the investigation of accidents and measures taken to prevent recurrence.**
- > **Reporting possible hazards, defects or dangers.**

Consultation between management and employees is provided through direct consultation and discussion with employees.

Sara Lysaght is responsible for:

- > **Safety training**
- > **Carrying out safety inspections**
- > **Overseeing risk assessment**
- > **Investigating accidents**
- > **First aid**

Location of First Aid Box: All kitchens within the office

The competent source of advice on health and safety matters is:

- > **Facilities Manager**

## Health and Safety Arrangements

### General Standards in the Office

Good standards of housekeeping will be maintained in the office. Electrical leads should be routed to avoid tripping. The office, furniture and fittings should be kept clean and waste removed regularly. There should be sufficient space to move safely. The floor shall be kept free from defects and obstructions.

Materials should be stored on shelves so they are not likely to fall.

### Accidents and First Aid

All accidents should be reported no matter how minor. The first aider to take charge of first aid will provide treatment or make other arrangements. The first aid box is kept in the kitchen.

The first aider will record the details in the accident book which is kept in the HR office.

Small first aid kits for travelling employees are provided to employees who travel on company business.

### Safety Inspections

Regular inspections of the workplace will be carried out to check the health and safety standards are being met and any hazards dealt with. These are carried out on a monthly basis and are recorded.

### Fire Safety

*If you discover a fire:*

Raise the alarm by activating one of the fire alarm call points.

Do not tackle the fire, leave the building, call the fire brigade or take any other action until after you have raised the alarm.

*On hearing the alarm:*

Leave the building by the nearest fire exit. The assembly point is in the car park at the front of the building.

The fire marshals will check that the office is clear and report to the incident controller or fire brigade officer in charge.

### Fire Extinguishers

Fire extinguishers are located throughout the office. Do not attempt to use the extinguishers to tackle a fire unless you have been trained and you are not putting yourself at risk.

The foam extinguishers can be used on normal combustible materials such as paper, cardboard fabrics and plastics. Carbon dioxide extinguishers should be used on any fire involving electrical equipment.

## Office Security and Lone Working

To avoid any unauthorised people entering the building, do not allow anyone you do not know entering the front door when you swipe your access card and ensure that visitors sign in and out.

Anyone who is working late and alone in the office should keep the office doors locked at all times.

## Electrical Safety

Adequate 240v sockets are provided. Extension leads should be kept to a minimum. Do not use electrical equipment that has not been checked for electrical safety by a competent person or unless it was supplied from new. Portable electrical appliances will be inspected and tested by a competent person when required.

Occasionally check the electrical equipment and report any signs of damage or faults such as cracking or browning of surfaces. If you suspect that an item may be defective, switch it off, unplug it and remove it from use. Make sure it is reported. Do not interfere with any electrical equipment yourself.

Electrical equipment should be switched off before leaving the office.

## Hazard Reporting

Employees and contractors should report workplace hazards, unsafe working conditions or practices you are not able to correct for yourself within your area of responsibility. Please immediately report to your line manager or send an email to [group&s@itg.co.uk](mailto:group&s@itg.co.uk) where your report will be taken seriously.

## Display Screen Equipment

All users of Display Screen Equipment are required to carry out an assessment at their work station with the form and guidance poster provided by the company.

Eye tests are available for all users of display screen equipment and if required, to glasses if they are specially required for the work.