

1. Health and Safety Policy

1.1 Statement of Intent

IDOX recognises its health and safety duties under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1992 (as amended by SI 1994 No 2865) and accompanying protective legislation, including the Environmental Protection Act 1990, the Environment Act 1995 and the Fire Precautions Act 1971, both as an Employer and as a Company and to that end has appointed Martin Brooks to be the responsible director for health and safety maintenance at the company, to keep workplace procedures relating to health and safety under constant review and to liaise with the Health and safety Executive wherever necessary, so as to keep the Company and its Board of Directors updated on any new legislation affecting them, EU Directives, regulations and British Standards, in order to ensure compliance with same.

1. In recognition of its duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR), the Company has instituted a system for reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive, including injury to any trainee, and this is in addition to its statutory duty to keep an Accident Book available for inspection by an inspector of the Health and Safety Executive.
2. In furtherance of (1), the Company proposes always to comply with its duties under section 2 of the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations 1992, regs 3-6, towards its employees and, more particularly, so far as is reasonably practicable, to
 - provide and maintain a safe place of work, a safe system of work, safe appliances for work and a safe and healthy working environment;
 - provide such information and instruction as may be necessary to ensure the health and safety at work of its employees and also compliance with the Health and Safety Information for Employees Regulations 1989, the Personal Protective Equipment at Work Regulations 1992, the Provision and Use of Work Equipment Regulations 1992, the Workplace (Health, Safety and Welfare) Regulations 1992 (as amended by SI 1994 No 2865), the Health and Safety (Display Screen Equipment) Regulations 1992, the Employment Rights Act 1995 and the Management of Health and Safety at Work Regulations 1992 and to promote awareness and understanding of health and safety throughout the workforce;
 - ensure safety and absence of health risks in connection with use, handling, storage and transport of articles and substances;
 - make regular risk assessments to employees;
 - take appropriate preventive/protective measures;
 - provide employees with health surveillance.
 - ~~• appoint competent personnel to help and secure compliance with statutory duties.~~
3. In further recognition of its statutory and common law duties, the Company has taken out insurance, with an approved insurer, against liability for death, injury and/or disease suffered by any of its employees and arising out of and in the course of employment, provided only that it was caused by the negligence and/or breach of statutory duty on the part of the Company; such certificate of insurance being prominently displayed so as to be available for inspection at all reasonable times by employees and a health and safety inspector.
4. All employees of the Company agree, as a term of their contract of employment, to comply with their individual duties under section 7 of the Health and Safety at Work Act, reg 12 of the Management of

Health and Safety at Work Regulations 1992 and generally cooperate with their Employer so as to enable the Employer to carry out his health and safety duties towards them. Failure to comply with health and safety duties, regulations, works rules and procedures regarding health and safety, on the part of any Employee, can lead to dismissal from employment; in the case of serious breaches, or repeated breaches, such dismissal may be instant without prior warning.

5. Prime responsibility for health and safety lies with the Managing Director(s) of the Company and Board of Directors and the Company regards itself as bound by any acts and/or omissions of the Managing Director(s), any executive director or senior manager, giving rise to liability, provided only that such acts and/or omissions arise out of and in the course of company business, and prosecution of any director or senior manager shall not prevent a further prosecution against the Company.
6. In recognition of its duties under section 6 of the Health and Safety at Work Act and the Consumer Protection Act 1987, towards its Customers, the Company proposes (expressed as a normal term/condition of trade in its terms/Conditions of trade) to always supply machinery and parts which, so far as is reasonably practicable, are safe for normal operational use and free from foreseeable health and hygiene risks to Customers. To that end the Company will provide on an on-going basis Customers with such official and trade information, including relevant EU Standards and British Standards, relating to new and existing health and safety risks that may, or indeed, have come to its attention in the normal course of trade, and which can reasonably be obtained from HSE, British Standards Institution and the EU.
7. In recognition of its duties towards the general public and all lawful visitors to the Company's premises, the Company regards the extent of its duties as compatible with sections 2 and 5 of the Health and Safety at Work Act and the Occupiers' Liability Acts 1957 and 1984. In particular, where visitors are under a statutory duty to wear personal protective clothing, or otherwise to take reasonable precautions for their own health and safety, failure to do so will be regarded as a breach of Company policy, entitling the Company to take such measures as it considers appropriate, including asking the Visitor to leave the premises.
8. This Policy has been prepared in furtherance of section 2(3) of the Health and Safety at Work Act 1974 and binds all Directors, Managers and Employees, in the interests of Employees and Customers. We request that our Customers and Visitors respect this Policy, a copy of which can be obtained on demand.

Signed:



Richard Kellett-Clarke, Chief Executive Officer

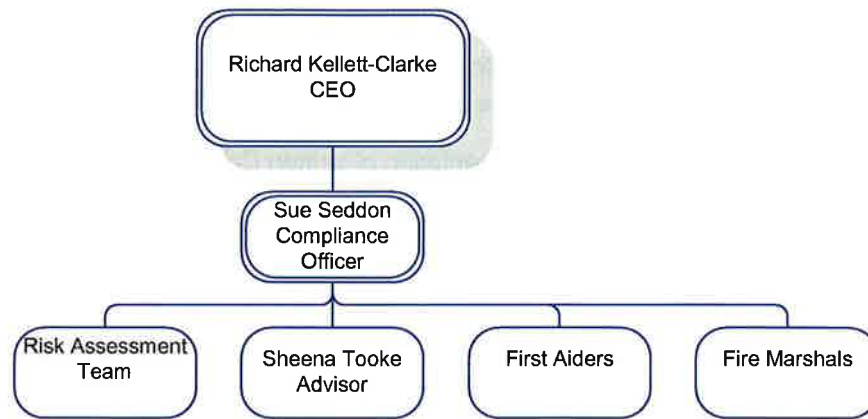
Dated: January 2012

2. Applicable Regulations

Construction Design and Management (CDM) Regulations	Not applicable
<p>Consultation with Employees</p> <p>The Health and Safety (Consultation with Employees) Regulations</p> <p>Employees not represented by trade union appointed safety representatives, must be consulted by their employer on matters affecting their health and safety at work. Consultation may be with employees directly or with their elected representatives of employee safety.</p>	Mandatory
<p>Control of Substances Hazardous to Health (COSHH/CHIP) Regulations</p> <p>Using chemicals or other hazardous substances at work can put people's health at risk. So the law requires employers to control exposure to hazardous substances to prevent ill health.</p>	Mandatory
<p>Display Screen Equipment (The Health and Safety (Display Screen Equipment) Regulations)</p> <p>Employers must identify those employees who are 'users' of display screen equipment, assess their workstation and give appropriate and relevant training.</p>	Applicable
<p>Electricity at Work Regulations & BS 7671:1992 Requirements for Electrical Installations – IEE Wiring Regulations 16th Edition</p> <p>There is a legal duty on the employer to assess and define the foreseeable risks of work activities which use, or may be affected by, electricity.</p>	Mandatory
<p>Fire Precautions Act and the Fire Precautions (Workplace) Regulations</p> <p>Regulations apply to virtually all workplaces and place the primary responsibility for ensuring fire safety on the employer.</p> <p>Employers and other persons having control of premises, e.g. owners or landlords, are required to make a risk assessment and implement any necessary fire safety measures.</p> <p>The purpose of risk assessment is to identify the level of fire risk and the fire precautions needed.</p>	Mandatory
<p>First Aid</p> <p>The Health and Safety (First-Aid) Regulations and First-Aid at Work Approved Code of Practice and Guidance</p> <p>All employers must ensure the provision of first-aid personnel, facilities and equipment for their employees.</p> <p>Employers must make an assessment of the first-aid needs of each workplace when determining the level of first-aid provision required and keep their employees informed of the arrangements in place.</p>	Mandatory
<p>Food Safety</p> <p>The Food Safety (Good Food Hygiene) Regulations</p> <p>The Food Safety (Temperature Control) Regulations</p>	Not applicable
<p>Management of Health and Safety at Work Regulations</p> <p>These regulations require every employer and self-employed person to assess the significant risks to persons (employees and others) who may be affected by the activities of their undertaking. Assessments involve hazard identification, evaluation of risks, preventive/protective control measures, the provision of information /instruction/training and monitoring an review. These general assessments also help to identify health and safety matters which may require specific attention, e.g. manual handling operations, noise at work etc.</p>	Mandatory
Manual Handling Operations Regulations	Applicable

<p>Virtually everyone at work manually handles loads at some time. The employer has a duty to make the necessary assessments and to implement measures to avoid or reduce the risk of injury to employees.</p>	
Noise at Work Regulations	Not applicable
Personal Protective Equipment at Work Regulations	Not applicable
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)	Mandatory
<p>Regulations applicable to all work activities and which place duties on employers, the self-employed and persons in control of work premises, to 'report'.</p>	
Safe Systems (The Health and Safety at Work, etc. Act 1974)	Mandatory
<p>The Act requires all employers to provide systems of work that are, so far as is reasonably practicable, safe and without risks to health. Tasks which require a 'safe system of work' include routine work e.g. cleaning and maintenance, breakdowns, emergencies, changes to work layouts and methods, employees working alone, contractors working on your premises.</p>	
Safety Policy Statement (The Health and Safety at Work, etc. Act 1974)	Mandatory
<p>All employers of five or more employees are required to produce a written statement of their general policy and to give details of their organisation and arrangements for health and safety. Every employer should create a Safety Statement giving information specific to their workplace and activities.</p>	
<p>Safety Signs</p>	
Smoking Control (The Health and Safety at Work, etc. Act 1974)	Applicable
<p>Every enclosed workplace should be ventilated by a sufficient quantity of fresh air to provide workers with a healthy working atmosphere. It is recommended that employers have a policy regarding smoking at work which needs to be introduced in a manner sympathetic to smokers – starting with a reasonable period of consultation.</p>	
Supply of Machinery (Safety) Regulations	Not applicable
Work Equipment (the Provision and Use of) Regulations	Mandatory
<p>Employees must ensure that all equipment (machines, appliances, tools and apparatus) provided for use at work is suitable for the purpose intended, having due regard to the working conditions and any hazards which the equipment itself may present.</p> <p>This includes suitable selection, provision and maintenance of equipment, information, training, restricted use, safety devices, etc.</p>	
Working Time Regulations	Mandatory
<p>The Working Time Regulations give rights to employees and confer obligations on employers. The main requirements relate to working time limits, night work limits, the provision of free health assessments for night workers, minimum rest periods, rest breaks and annual leave entitlements.</p>	
Workplace (Health, Safety and Welfare) Regulations	Mandatory
<p>The Workplace Regulations aim to safeguard the health and safety of everyone in the workplace and to ensure the provision of adequate welfare facilities for all employees including people with disabilities.</p>	

3. Health and Safety Organisation (People and Duties)



Health and Safety within the company is managed by the above team. The director with ultimate accountability is Richard Kellett-Clarke.

The CEO shall:

1. Have ultimate responsibility within IDOX for the effective implementation of this safety policy document as it affects the health and safety of their employees.
2. Shall ensure that adequate financial resources, personnel and materials are available to meet all requirements of health and safety legislation.
3. Shall be responsible for the development and implementation of the IDOX Health and Safety Management programme.
4. Will monitor the effectiveness of this policy document and ensure that necessary changes are made.
5. Shall ensure the provision of adequate safety training for all employees.
6. Shall ensure that provision is made for all accidents and dangerous occurrences to be reported, recorded, investigated and reviewed to enable corrective measures to be undertaken.
7. Is responsible for ensuring that health and safety responsibilities are properly assigned and accepted at all levels throughout IDOX.
8. Will ensure that arrangements are made for a copy of this policy document to be given to all existing and future employees of IDOX.

The compliance officer, with responsibility for reviewing this policy document, is Sue Seddon. The compliance officer must be informed of health and safety legislation and ensure that any changes are reflected immediately in this policy document. Otherwise the document will be reviewed every six months to ensure that changes are not required by changes in the work environment or earlier should there be legislative changes to the framework which require our policy to be updated.

The Compliance Officer will:

1. Be accountable to the Chief Executive Officer for the effective implementation of this policy document.
2. Shall assist the Chief Executive Officer in the development of the Health and Safety Management

programme.

3. Shall ensure that all staff understand this policy document and their duties under it and are made aware of relevant health and safety Acts, Regulations, Approved Codes of Practice and Health and Safety Council, Health and Safety Executive, BSI guidance.
4. Shall constantly monitor the health and safety training needs of employees.
5. Shall keep himself informed of accidents and dangerous occurrences relative to the employees and the action required to prevent a recurrence of such.
6. Shall arrange for the provision and implementation of written Codes of Practice and the monitoring of such.
7. Shall make arrangements for the dissemination of health and safety information to all relevant employees.

The compliance officer is also responsible for organizing risk assessments within the workplace. Internal and external assessments will be carried out by the assessment team on a bi-annual basis and resultant outputs and amendments will be updated in the Company Handbook.

As well as maintaining this policy document, the compliance officer will ensure that all health and safety information is available in the Company Handbook and on the Company Intranet. Health and Safety issues are also raised at IDOX Council meetings and minuted actions are expedited. In addition, the individual's duty of care is reinforced through regular general company meetings.

The compliance officer is responsible for appointment of sufficient first aiders and fire marshals within the company, the arrangement of training (and, in the case of first aiders, retraining at the appointed intervals).

As the member of staff responsible for new employee induction, the compliance officer is also responsible for introducing the policy and all associated matters to new employees.

The assessment team is responsible for actually carrying out the assessments at each of the company's offices.

All employees are invited to raise any matters or concerns over health and safety with any member of the above team at any time.

It shall be the duty of every employee while at work:

1. To take reasonable care for the health and safety of themselves and that of other persons who may be affected by their acts or omissions whilst at work.
2. As regards to any requirements imposed on their employer or any other person, by or under any of the relevant statutory provisions, to co-operate with them, so far as is necessary, to enable that duty or requirement to be performed or complied with.
3. No persons shall intentionally interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any relevant statutory provisions.
4. Shall keep themselves informed of this policy document, their responsibilities contained within it and relevant Codes of Practice and safe working practices.
5. Shall observe all safety procedures as they affect the work they are undertaking.
6. Shall wear such safety clothing and use such safety equipment as required or as is necessary for the work being undertaken.

7. Shall report to line management any accidents or dangerous situations whether personal injury is caused or not.

Employees are reminded that the Company Handbook contains certain detailed Health and Safety procedures, which are not replicated in this policy document.

4. Arrangements (Systems & Procedures)

4.1.1 Co-operation in Shared Workplaces

The Glasgow office common places health and safety is managed by the building management. Meetings are held with tenants.

4.1.2 Consultation with Employees

The company has a statutory duty to consult with employees on matters relating to their health and safety at work. This is managed through the IDOX Council.

On all consultation matters, the IDOX Council will be notified by receipt of an agenda item.

4.1.3 Contractors

The following procedure will apply if IDOX employs contractors for any purpose:

- The contractor must supply copies of Employer's Liability and Public Liability insurance certificates. The level of cover must be appropriate to the risk of the work being undertaken.
- The contractor must provide certification to demonstrate their ability to perform the required task.
- A Permit of Work will be issued to the Contractor so that only the person(s) named in the permit may perform the required task.

4.1.4 Control of Substances Harmful to Health

IDOX does not use any substances that require to be assessed under COSHH. Some general cleaning products classified as an irritant are kept on the premises but these are only used by contract cleaning staff and are kept under lock and key.

However, a 'Safe Use' statement has been produced.

4.1.5 Display Screen Equipment

All information and data input equipment/work areas have been inspected for compliance with the recommended guidelines on the proper use of computer equipment. Supporting equipment has also been obtained for the reduction of the possibility of Repetitive Strain Injury, Carpal Tunnel Syndrome, back and general posture problems. As the nature of the company incorporates a large degree of these risks, all efforts are made to reduce the occupational risks associated with using this equipment. A screen display log is also maintained to record inspection information and resultant remedial actions.

It is the responsibility of each employee to report any problems detected from operating computer equipment and you are referred to section 4.12 of the Company Handbook.

Employees are asked to undertake a self-assessment of their work areas as a part of each H&S assessment exercise. An assessment form will be supplied by email, which should be completed and returned to the Compliance Officer as soon as possible after receipt.

It is a general duty of all risk assessors while going about their daily duties to observe posture of all employees and instruct on correct posture, use of footrests, etc.

4.1.6 Electrical Equipment

In order to ensure the general safety of electrical equipment, Portable Appliance Testing is carried out annually (December) in each work place.

4.1.7 Fire

On joining the company, all employees are made familiar with evacuation procedures in case of fire or bomb threat as part of the formal company induction procedure. Full procedures dealing with these emergencies are in the Company Handbook; summaries are available on the Intranet and on posters in generic/kitchen areas.

Reminder fire marshal/evacuation information is also available in generic areas and on the company Intranet and kitchen areas.

It is an additional, daily responsibility of the fire marshals to ensure that all fire extinguishers are in position and that all exits from the work area are kept clear. Fire fighting equipment is inspected by a certified contractor every year and replaced/updated as appropriate. A set of three fire extinguishers is positioned close to each fire exit. These include Water, Carbon Dioxide and Dry Powder. Instructions for the correct use of each is positioned immediately above each extinguisher.

A comprehensive fire log is also maintained to register actions associated with fire issues such as extinguisher inspections and subsequent replacement, fire marshal information and training data and also any specialised training in the use of fire-fighting equipment.

4.1.8 First Aid

First-aid officers are identified on the company Intranet. A first aid box is located with each first-aider and is checked on a weekly basis. Certification training is also undertaken as appropriate to re-certify officers. Appropriate signage is also clearly visible from all areas of the office to effect a fast response in the event of an accident causing injury.

4.1.9 Management

The company is required to assess the significant risks to persons (employees and others) who may be affected by the activities of their undertaking. Assessments involve hazard identification, evaluation of risks, preventive/protective control measures, the provision of information /instruction/training and monitoring and review. These general assessments also help to identify health and safety matters which may require specific attention, e.g. manual handling operations, noise at work etc.

It is the responsibility of the compliance officer to carry out inspections at each location at six-monthly intervals. This inspection will include a self-assessment by each employee of his or her own work area, and a questionnaire to ensure that all employees are aware of the fire and evacuation procedures.

Results of each inspection are published on the intranet and the summary document is discussed at a meeting of the Health and Safety Executive.

4.1.10 Manual Handling

All employees are asked to use practical common sense when handling loads. Posters are displayed in each workplace illustrating correct procedures. It is the responsibility of the manager to ensure that employees are fit to perform any manual handling activity and the responsibility of the employee to explain any reason why s/he cannot perform the manual handling activity.

4.1.11 Overall Responsibilities

A schedule of responsible officers providing support to each of the areas detailed above is maintained by the company. In the event that one of the responsible officers leaves the company, the exit interview will include a hand-over procedure to another appropriate replacement officer to ensure consistence of approach.

4.1.12 Safe Systems

Method statements are produced for all equipment in use throughout the company.

4.1.13 Safety Signs

Signage is provided in each work location to indicate fire exits and first aid stations. It is the responsibility of the compliance officer to check signage at each assessment.

4.1.14 Smoking Control

All of the Group's offices operate a no smoking policy. Employees are reminded that the use of fire escapes as smoking areas is not allowed. The company is sympathetic to the needs of smokers and permits cigarette breaks outside the building. Smokers are, however, asked not to congregate in the main doorway to the building or otherwise impede entry to or exit from the building.

4.1.15 Stress Management

IDOX has introduced a 'Stress Management' handbook with guidelines to senior management, line managers and all employees on indicators of stress, identifying the cause of stress and managing stress and includes a set of procedures that have been formally adopted by the company. A training programme is being implemented.

4.1.16 Violence and bullying

Any form of violence and bullying is a serious disciplinary offence. Employees are required to note the anti-harassment section of the company's Equal Opportunities Policy.

4.1.17 Work Equipment

The company is responsible for providing computer equipment to all employees that is compliant with all health and safety regulations. It is the responsibility of employees to report any problems encountered with the use of this equipment. This should not be limited to the desktop assessments carried out as a part of regular health and safety inspections.

Employees are reminded that the use of laptops on a permanent basis does not comply with health and safety regulations and 'hotdesk' facilities are provided as an alternative. If employees choose to use their laptop on a permanent basis the company shall not be responsible for any injuries sustained.

4.1.18 Working Time Regulations

The company's working practices accord with working time regulations. All employees are reminded that if they choose to work late in the evenings, and are alone in the workplace, they must arrange that their presence in and departure from the workplace is monitored.

4.1.19 Working at Height

A register is kept of all ladders, which are inspected during every risk assessment.

4.1.20 Workplace Accidents

It is a statutory requirement that all accidents, no matter how trivial, are recorded in the accident book. This is held by the Compliance Officer and all details of the incident/accident are recorded and logged. If the accident is reportable under RIDDOR the log is also signed by a director.

All accidents are reported to the Chief Executive Officer on a monthly basis and in the event of a serious incident, it would be immediately reported to the Health & Safety Executive.

5. 5. Appendix 1 – Health and Safety Procedures

This section has been compiled from various other sources to compile procedures in a single location. The procedures largely apply to first aiders, fire marshals and risk assessors.

5.1.1 Accidents in the Workplace

All accidents should be reported immediately to a first aider. The first aider will either provide treatment or ensure that the injury is properly attended to at the nearest A&E hospital. It is the responsibility of the first aider to ensure that the injured person is attended in the event of a referral to hospital.

The first aider will also complete an accident report. Report forms are available on the intranet (from the HR Page, click on 'Health and Safety' then on the Health and Safety page, under 'Further Information', click on 'Accident Report Form'). When the form has been completed it should be sent to the Compliance Officer for inclusion in the Accident Report Book. Copies of the form should then be deleted. Because of the requirements of the Data Protection Act, this book is not publicly available.

If the accident is reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, which came into force on 1 April 1996) then a RIDDOR report form should be completed and signed by the CEO.

All first aiders must familiarise themselves with the information available at the Incident Contact Centre website:

<http://www.riddor.gov.uk/info.html>

to ensure that they know whether an incident falls under RIDDOR and how to report it (the information is not repeated here as it is subject to change).

5.1.2 Evacuation Procedures

In the event of a fire alarm activation, all members of staff must evacuate the building immediately.

The fire wardens will ensure that their areas are clear and report this to the senior fire warden.

It is important that in the case of a real fire, your priority is to leave the building quickly and safely as you can.

You must ensure that the alarm is raised first. Fire extinguishers are only to be used as necessary to make your way to the fire exit. Do not attempt to put out the main fire.

All staff will leave the building via the main staircase or by the fire escape, as directed by the fire marshals, and proceed to the assembly area. Do not stand outside the building.

No persons are to attempt to gain entry to the building until the 'all clear', has been given by the security team.

Additional responsibilities - a fire marshal must take the evacuation list with them

In London this is located in Reception. In Glasgow it is in the ground floor foyer.

Glasgow – all fire marshals hold a key to the alarm box in the main foyer. A fire marshal must be detailed to make a key available to the fire brigade so that they can turn off the alarm.

5.1.3 Risk Assessments

Risk assessments are carried out in the following major areas:

5.1.3.1 Hazard assessments

Hazard assessments are carried out on all new equipment introduced to the workplace. Any hazards identified are controlled by producing a safe system of work method statement and the relevant manager is charged with ensuring that all staff using a piece of equipment are trained in its proper use. It is also the responsibility of the manager to ensure that staff are following those procedures.

5.1.3.2 COSHH assessments

COSHH assessments are carried out for all substances used in the workplace. If a substance is identified as hazardous then if it cannot be replaced by a non-hazardous alternative, a safety data sheet is obtained and a safe system of work method statement is defined.

Risk assessments are carried out by trained assessors at each office location twice yearly (May and September) or after any major office re-organisation.

The assessment consists of the following parts:

5.1.3.3 Fire assessments

These are carried out at six monthly intervals and ensure that all controls are in place and that all staff are familiar with procedures to follow in the event of fire.

5.1.3.4 First Aid Assessments

These are carried out at six monthly intervals and ensure full compliance with legal requirements.

5.1.4 Periodic Risk Assessment of the Workplace

Carried out by the assessor using the following inspection forms:

Form	Instructions
Hazard Identification and Risk Assessment Record	One of these forms will be filled in for each new hazard identified during an assessment and will evaluate the hazard. In addition checks are made that safe systems of work are practised for previously identified hazards.
Risk Evaluation and Protective/ Preventive Measures	This companion form to the above will determine protective/ preventive measures to be taken for an identified hazard.
Fire Precautions Routine Inspection Checklist	Checklist of fire precautions.
First Aid assessment of the workplace	Carried out by the assessor using the 'First Aid Assessment' Form
A workplace assessment for each employee	The assessor shall email a copy of the 'Desktop Assessment' form to each employee in the work area. Employees should be instructed to complete the form if they have a problem to report. Non-return implies no problems.
In the Event of Fire test for each employee	The assessor shall email a copy of the 'In the event of fire' questionnaire to each employee in the work area. All questionnaires should be returned to the local fire marshal. If any of the information is incorrect it is the fire marshal's responsibility to

	<p>correctly instruct that employee.</p> <p>On completion of the assessment all completed forms should be filed and a summary form produced listing any identified risks, omissions, etc., together with the action taken to remedy them, if the remedy could be immediately applied. Forms should then be stored in IDOX Software and a link provided from the assessment record page of the intranet. It is the responsibility of the compliance officer to progress any outstanding actions to completion.</p>
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5.1.5 Serious or Imminent Danger

There are no activities carried out in the workplace that would place any employees in serious and imminent danger and so the only possibility is an unforeseeable accident or external threat to work premises. In such circumstances standard evacuation procedure will be initiated under the control of appointed fire marshals.

Any employee detecting such an accident or threat should immediately sound the fire alarm.

6. Appendix 2 - Instructions Issued to Employees

This information is on the group intranet and is explained to all new employees during their induction.

6.1.1 Employee Duties

All employees have a duty to:

- take reasonable care of their own health and safety and of that of other persons who may be affected by their acts or omissions at work
- use correctly, in accordance with the relevant health and safety training and instruction they have been given, all work equipment and materials provided by their employer
- co-operate with their employer (or any person appointed by the employer to provide health and safety assistance), of any work situation which may give rise to serious and imminent danger
- report to their employer (or any person appointed by the employer to provide health and safety assistance), any deficiency in the employers' health and safety arrangements even though it may not present a serious and imminent danger.

6.1.2 Employee Information

All employees should make themselves familiar with the following information:

6.1.2.1 Information on Risks to Health and Safety

This form contains such general information.

6.1.2.2 General Emergency Procedures

Provides procedures to be followed for identified risks.

6.1.2.3 In the Event of Fire

This instruction and training leaflet/questionnaire will be issued after each assessment. The point of the questionnaire is to ensure that all employees are aware of current fire procedures.

Assessments will take place at six-monthly intervals.

After a risk assessment, a summary of the assessment information is made available in IDOX Software.

6.1.2.4 Hazard Identification

One of these forms will be filled in for each hazard identified during an assessment and will evaluate the hazard.

6.1.2.5 Risk Evaluation and Protective/Preventive Measures

This companion form to the above will determine protective/preventive measures to be taken for an identified hazard.

6.1.2.6 Fire Precautions Routine Inspection Checklist

Checklist of Fire Precautions

6.1.2.7 First Aid Assessment

6.1.2.8 Workplace Assessment

This form is to be completed by all employees at each half-yearly risk assessment. It is also to be used by all applicants as a part of applying to work from home and must be returned annually.

6.1.3 Information on Risks to Health and Safety

"A safe and healthy work environment requires the active involvement of all members of the organisation"

A "hazard" is something with the potential to cause harm, e.g. ill-health and injury, damage to property, plant, products, the environment, production loss. In general terms, there are four major types of hazard:

- physical, e.g. noise, vibration, temperature, radiation, fire, mechanical
- biological, e.g. bacteria, viruses
- ergonomic, e.g. anatomical, physiological, psychological
- chemical, e.g. dusts, mists, fumes, gases, vapours, liquids, solids, fibres.

A "risk" is the chance or likelihood of an undesirable event occurring due to the materialisation of a hazard by or during work activities or by the products and services connected to those work activities.

A "risk assessment" carried out for health and safety purposes must be suitable and sufficient. This means that it should:

- identify hazards correctly and accurately
- disregard insignificant risks and trivial risks associated with life in general, e.g. a cold, a paper cut to a finger
- determine how likely it is that injury or harm will occur
- determine the severity of the consequences, including the number of persons who might be harmed
- take account of any existing control measures
- remain valid for a reasonable period or time
- identify whether the hazard is covered under specific regulations, e.g. the Manual Handling Operations Regulations, the Display Screen Equipment Regulations (COSHH)
- provide sufficient information to enable the employer to decide on the appropriate control measures in keeping with the latest technology and developments
- enable the employer to prioritise any remedial measures necessary.

"Planning" for health and safety is the process of deciding the objectives and methods of implementation of the health and safety policy. It should consider and take into account such things as time, money, effort, manpower, etc. to achieve the objectives and to determine priorities.

"Organising" for health and safety means the process of designing and establishing the responsibilities and relationships between individuals that forms the social environment in which work takes place.

An "organisation" is a reference to any undertaking subject to the Health and Safety at Work etc. Act 1974, for example:

- companies and firms in the extractive, manufacturing, construction, agricultural, transport and service industries
- commercial and financial institutions such as banks, building societies and insurance companies
- public utilities and institutions such as the health service, research laboratories, colleges, universities and local authorities

"Monitoring" for health and safety includes measuring and auditing activities. Measuring involves gathering information on the effectiveness of plans and standards. Auditing is a structured means of collecting information on the efficiency, effectiveness and reliability of the total safety management system and planning for the corrective actions.

"Reviewing" is undertaken for the purposes of making judgment about and improvements to performance based on the information resulting from measuring and auditing. It involves ensuring standards and objectives are being met, providing information to justify or change current policies and identifying deviations from standards.

6.2 Training

6.2.1 Induction Training

All staff are briefed in health and safety during new employee induction. The induction also requires that employees sign that they have read and are familiar with this policy document.

6.2.2 Specialist Training

There are no tasks performed by IDOX employees that require any specialist training. For any tasks requiring the operation of electronic equipment it is the task of the line manager, during employee induction, to ensure that the employee is shown the proper method of operating the equipment and referred to the appropriate Safe Working Method Statement (if one exists).

For any staff involved in working at height, the line manager should ensure that all employees are familiar with the Working at Height Method Statement and are practising it correctly at all times.