

Health and Safety Policy

Starfish 9 Ltd. Anti-fraud Policy 2022 - Issue 3

(Last Review Jan 2022 - Next Planned Review Jan 2023)

Health and Safety

Health and Safety Policy Statement

The Company takes its responsibilities as regard Health and Safety very seriously and our policy is to ensure we provide a working environment, which conforms to Health and Safety at work both in the letter and the spirit. To maintain and promote this policy, all management will:

- Provide and maintain safe and healthy working conditions in accordance with statutory requirements.
- Set an example in safe behaviour, including adherence to established safety procedures and the correct and full use of safety equipment and materials necessary.
- Pay constant and continuing attention to all aspects of safety in particular by:
 - Making regular plant safety inspections.
 - Making safety inspections of all contract jobs.
 - Giving due weight to the safety aspects in inspection of work carried out on roof areas where Starfish 9 Ltd. is involved.
 - Introducing and monitoring safety procedures.
 - Stimulating joint consultation on safety matters including encouragement to and co-operation with safety advisors.
 - Allocating specific responsibility for safety administration and the practical implementation of the safety policy.
 - Integrate safety training, with job training for all employees, including special safety training where appropriate.
 - Ensure testing is properly carried out on materials used and that products are supplied in safe condition.
 - Provide, to anyone requesting it, the necessary information about materials supplied and potential hazards in their use.
- On your part, you should respond to the above by:
 - Working safely and efficiently, by using the protective materials and equipment provided and by meeting statutory obligations.
 - Reporting any incidents that may lead to injury.
 - Adhering to Company procedures, for securing safety in the workplace and co-operation in accident reporting and investigation with the object of introducing measures to prevent recurrence.

Safety Rules

A separate Health and Safety Policy outlining the key aspects of the Starfish 9 Ltd. approach to Health and Safety is also provided.

The safety rules and recommendations given below can have a substantial impact on the safety, not only of yourself, but also of your colleagues, or in extreme cases, the entire site or roof you are working on.

Failure to follow our safety rules could result in a loss of a life or serious physical impairment in addition to a fine or imprisonment and being subject to summary dismissal in accordance with our Disciplinary Procedure, a copy of which is available from the Training and HR Advisor who resides at Advisor House.

When carrying out your duties you must ensure you abide by the following:

- Protect other people as well as yourself at all times.
- Playing practical jokes or 'horseplay' is not permitted at any time.
- Do not run at any time when on site or in an office.
- All workplaces (offices, factories and sites) must be kept clean and free from tripping hazards, i.e. waste materials, boxes, spillage or 'other' matter.
- Treat all loose wires with caution as they could be live.
- Stack and store goods in an orderly and proper manner.
- When lifting any heavy goods you must ensure the item is not too heavy for you or the lifting appliance. If it is too heavy do not attempt to lift and seek the assistance of your Foreman or Line Manager.
- Wear suitable clothing and shoes including any protective clothing provided by the Company. Clothing must not be loose and hair must be tied back to avoid getting entangled in any machinery.
- Guards must only be removed from any plant and machinery by authorised personnel.
- You must be aware of the location of all emergency stop buttons on any machinery you operate.
- Ladders must be in good condition and tied or secured in position and not at too acute or incorrect angle.
- Report all equipment faults to your Foreman or Line Manager.
- Never clean any equipment whilst it is working.
- Know the Company's and any clients' fire drill and what to do if the boiler goes on fire.
- Report any serious or abnormal situation to your Foreman or Line Manager.
- Report all incidents, near misses and accidents to your Foreman or Line Manager.
- Do not move a person who has had an accident unless a first aid attendant instructs you to do so.

- Do not leave any potentially dangerous situations without first informing your Foreman or Line Manager.
- Any operatives employed on any of our client's premises must also comply with their safety regulations.

Accident Book

It is a statutory requirement, in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), for the Company to record all accidents befalling its employees. All accidents must be reported immediately and entered in the accident book/form, which is kept in the site H&S file. We may also be required to inform the HSE, depending on the seriousness of the accident.

Fire Evacuation Procedure

It is a requirement of your employment with us that you familiarise yourself with the Fire and Evacuation Procedures regardless of where you are located. It is vitally important that you familiarise yourself with the fire exits and/or key evacuation points and fire fighting equipment within our Head Office in New Stevenston and other Company premises. In addition, when visiting clients, you must ensure you are aware of the location of the fire exits and the fire evacuation procedure.

Smoking At Work

In accordance with the law we operate a STRICTLY NO SMOKING (VAPING) POLICY. Our no smoking policy applies to all inside areas and whilst working on site. If you wish to smoke whilst you are at work, we request that you do so outside and at the designated smoking points.

Name: Tommy Cadden

Signed: 

Position: Health & Safety Manager

Date: 7 January 2022

