

**Rosa Engineering Ltd**  
**Health and Safety Policy**



## Table of Contents

PURPOSE OF POLICY .....	3
WHO IS RESPONSIBLE FOR WORKPLACE HEALTH AND SAFETY? .....	3
EMPLOYER RESPONSIBILITIES .....	3
RESPONSIBILITIES OF ALL STAFF .....	4
<i>General staff responsibilities</i> .....	4
<i>Staff responsibilities relating to equipment</i> .....	4
<i>Staff responsibilities relating to accidents and first aid</i> .....	5
<i>Staff responsibilities relating to national health alerts, including Coronavirus (COVID-19)</i> .....	5
RISK ASSESSMENTS, HAZARDOUSE SUBSTANCES AND MANUAL HANDLING .....	5
DISPLAY SCREEN EQUIPMENT (DSE) .....	5
NON-COMPLIANCE WITH HEALTH AND SAFETY RULES .....	6

## **PURPOSE OF POLICY**

- 1- Rosa Engineering Ltd takes Health and Safety seriously and is committed to ensuring the Health and Safety of its staff and all those affected by its business activities and attending its premises. This policy is intended to help provide clarity with regards to who is responsible for health and safety matters and what specific roles and responsibilities are in place.
- 2- This is a statement of policy only and does not form part of any contract of employment. This policy may be amended at any time by the Employer, any amendments or revisions to the Health and Safety Policy will be distributed and communicated accordingly. The Health and Safety policy will be reviewed at regular intervals by the Employer.

## **WHO IS RESPONSIBLE FOR WORKPLACE HEALTH AND SAFETY?**

- 3- Ensuring the highest levels of Health and Safety in the workplace can only be achieved by working collectively between all members of the Rosa Engineering Team. This policy and the rules contained within it apply to the Employer and all staff of the Employer, irrespective of seniority, tenure and working hours, including all employees, directors and officers, consultants and contractors, agency staff, trainees and apprentices, homeworkers, fixed-term staff, and any volunteers. Specific responsibilities of staff are outlined in section headed 'Responsibilities of Staff'. Specific responsibilities of the Employer are outlined in section headed 'Employer Responsibilities'.

## **EMPLOYER RESPONSIBILITIES**

- 4- The Employer is responsible for:
  - a- Taking reasonable steps to safeguard the health and safety of staff, people affected by the Employer's business activities and people visiting its premises.
  - b- Identifying health and safety risks and finding ways to manage or overcome them.
  - c- Providing a safe and healthy place of work and safe entry and exit arrangements, including during an emergency.
  - d- Providing and maintaining safe working areas, equipment, and systems and, where necessary, appropriate protective clothing.
  - e- Providing safe arrangement for the use, handling, storage and transport articles and substances hazardous to health.
  - f- Providing adequate information, instruction, training, and supervision to enable all staff to do their work safely, to avoid hazards and to contribute positively to their own health and safety at work. The Employer will give you the opportunity to ask questions and advise who best to contact.
  - g- Ensuring any Health and Safety representatives receive appropriate training to carry out their functions effectively.
  - h- Providing a health and safety induction and appropriate safety training to your role including:
    - Manual Handling
    - Control of Substances Hazardous to Health (COSHH)
    - Working at Height
    - Electrical Safety
    - The Use of Personal Protective Equipment (PPE)

- i- Promoting effective communication and consultation between the Employer and staff concerning Health and Safety matters
  - j- If an epidemic or pandemic alert is issued, providing instructions, arrangements and advice to staff as to the organisation of business operations and steps to be taken to minimise risk of infection.
  - k- Regularly monitoring and reviewing the management of Health and Safety at work, making any necessary changes and bringing those to the attention of all staff.
- 5- Overall responsibility for Health and Safety lies with the board of Directors of the Employer. They have appointed Paul Gooding (Health and Safety Officer) with the day to day responsibility for Health and Safety matters.
- 6- Any concerns about Health and Safety matters should be communicated to the Health and Safety Officer.

## **RESPONSIBILITIES OF ALL STAFF**

### *General staff responsibilities*

- 7- All staff must:
- a- Take reasonable care for their own Health and Safety and that of others who may be affected by their acts or omissions.
  - b- Co-Operate with the Employer generally to enable compliance with Health and Safety duties and requirements.
  - c- Comply with any Health and Safety instructions and rules, including instructions on the safe use of equipment
  - d- Keep Health and Safety issues in the front of their minds and take personal responsibility for the Health and Safety implications of their own acts and omissions.
  - e- Keep the workplace tidy and hazard free
  - f- Report all Health and Safety concerns to the Health and Safety Officer promptly, including any potential risks, hazards or malfunctioning of equipment, however minor or trivial they may seem.
  - g- Co-Operate in the Employers investigation of any incident or accident which either led to injury or which, in the Employers opinion, could have led to injury.

### *Staff responsibilities relating to equipment*

- 8- All staff must:
- a- Use equipment as directed, following any instructions given by representatives of management or contained in any written operation manual or instructions for use, and adhering to any relevant training.
  - b- Report any fault with, damage to, or concern about any equipment (including Health and Safety Equipment) or its use to the Health and Safety Officer, who is responsible for maintenance and safety of equipment.
  - c- Ensure that Health and Safety equipment is not interfered with.
  - d- Not attempt to repair equipment unless suitably trained and authorised.

*Staff responsibilities relating to accidents and first aid*

- 9- All staff must:
- a- Promptly report and accident at work involving personal injury, however trivial, to the Health and Safety Officer so that details can be recorded in the Accident Book. They must also cooperate with any associated investigation.
  - b- Familiarise themselves with the details of first aid facilities and trained first aiders, which are available from the Health and Safety Officer.
  - c- If an accident occurs, contact the Health and Safety Officer, and ask for the duty first aider, giving name, location, and brief details of the problem. If the accident requires medical attention, contact the emergency services immediately.
  - d- The Health and Safety Officer is responsible for investigating any injuries or work related illnesses, preparing and keeping accident records, and for submitting reports under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) where required.

*Staff responsibilities relating to national health alerts, including Coronavirus (COVID-19)*

- 10- If an epidemic or pandemic alert is issued, all staff must comply and co-operate with all instructions, arrangements and advice issued by the Employer as to the organisation of business operations and steps to be taken by staff to minimise the risk of infection. Any questions should be referred to the Health and Safety Officer.
- 11- Given the outbreak of Coronavirus (COVID-19), it is important that all staff members follow the guidelines set out in this policy to ensure maximum safety and to minimise the risk of infection. We will review these guidelines regularly to ensure they are kept up-to-date with government guidance.

## **RISK ASSESSMENTS, HAZARDOUS SUBSTANCES AND MANUAL HANDLING**

- 12- The Employer will assess any risks and consider measures to best minimise and risk. The Employer will carry out general workplace risk assessments when required or as reasonably requested by staff. Managers must ensure that any necessary risk assessments take place, and the resulting recommendations are implemented. The Health and Safety Officer is responsible for workplace risk assessments and any measures to control risks.
- 13- The use of Hazardous Substances at work will be avoided where possible and less hazardous alternatives will used where available. Training on the Control Of Substances Hazardous to Health (COSHH) will be provided where required.
- 14- Personal Protective Equipment (PPE) is provided where risks cannot be otherwise controlled.
- 15- Guidance on manual handling can be obtained from the Health and Safety Officer and where necessary training will be provided by the Employer, reasonable efforts will be made to try to minimise or avoid the need for manual handling

## **DISPLAY SCREEN EQUIPMENT (DSE)**

- 16- The Employer is obliged to ensure that:
- a- Risks to Health and Safety from DSE use (such as musculoskeletal disorders, visual fatigue and mental stress) are controlled.

- b- Staff are aware of the potential risks to their Health and Safety from DSE use and the actions they can take to reduce these risks.

### **NON-COMPLIANCE WITH HEALTH AND SAFETY RULES**

17- Any breach of Health and Safety rules or failure to comply with this policy will be taken seriously and is likely to result in disciplinary action against the offender, up to and including immediate dismissal.

Print Name: JAMES GOODING

Signed: *J Gooding*

Title: Director

Date: 01/01/2022