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policy





Think health and safety policy

FIRE AND EMERGENCY PREPAREDNESS

On their first day in the office, all employees and subcontractors will be instructed in the location and use of escape routes, fire alarm systems and fire-fighting equipment nearest to where they are working.

In addition staff training (which will be repeated annually) will include the following:

- Action to take on discovering a fire - how to raise the alarm and what happens next;
- Arrangements in force for calling the fire brigade;
- Action to take on hearing the alarm;
- Procedures for alerting and directing visitors;
- Evacuation procedures so that everyone reaches an assembly point at a safe place;
- Location and, where appropriate, use of fire-fighting equipment;

- Location of escape routes, especially those not in regular use and the exits from underground car parks, and how to open escape
- The vital importance of keeping doors, especially fire doors, closed to stop the spread of fire, heat, and smoke;
- Different types of fire extinguisher, and their use;
- Reasons for not using lifts;
- How disabled people are to be evacuated;
- Importance of general fire safety, especially with electrical equipment, and good housekeeping so as to avoid the combination of fuel, ignition and oxygen;
- Reporting of faults and incidents

ACCIDENTS

All accidents, however minor, must be reported immediately to the Management, and details will be recorded. It is OUNO company policy that

this entry be signed by the injured person in confirmation that the recorded details are correct and complete. You can request a copy for your records. Certain accidents, incidents etc are reportable by law: fatalities and major injuries, 'over-three-day' injuries, specified diseases, and certain dangerous occurrences. This includes incidents of violence. Please give assistance in cases where an event is to be investigated; the main purpose of an investigation is to discover how accidents can be avoided in future.

For emergency services:

Fire, ambulance or police | Call 999

FIRST AID

There will be an appointed person who will take charge of first aid facilities and of situations where medical aid needs to be summoned or provided.

In compliance with the Health and Safety (First Aid) Regulations 1981 such equipment and facilities as are adequate and appropriate in

the circumstances for enabling first aid to be rendered to their employees if they are injured or become ill at work will be made available in the office.

If ever material is taken from the first aid box, it must be replaced within 24 hours. The contents of the first aid box will be inspected regularly.

First Aid Kit location:

Shelving unit by front entrance to studio, in clear box marked First Aid Kit

First Aid Co-ordinator:

Simon Pipe | Ext. 01252 893 602

Nearest Hospital with A+E facilities

Frimley Park Hospital, Portsmouth Road, Frimley, Surrey, GU16 7UJ
Tel. 01908 604604

Nearest doctor

Milestone Surgery, 208 Farnborough Road, Farnborough, Hampshire, GU14 7JN
Tel. 01252545078



SLIPS, TRIPS AND FALLS

Slips, trips and falls are the most common cause of injury in the office environment. OUNO places great emphasis on either elimination hazards wherever possible. In particular drawers and cupboard doors must be kept closed, wires must be covered or clearly marked where they may cause a trip hazard and all other floor areas must be kept clear with all resources placed in cupboards, files or on shelves.

HOUSEKEEPING

Staff will be well informed about the importance of good housekeeping. This covers such points as regular filing and archiving of records, clearing away rubbish, minimising clutter on surfaces and floors (especially paths between desks), and so enabling cleaners to carry out their work.

ELECTRICAL SAFETY

All electrical equipment will be designed, constructed, installed and maintained so that it conforms to 'CE Mark' requirements and

other relevant standards. It will be suitable for the environment in which it to be used, clearly identified, and regularly maintained. Please ensure that correct fuses are installed, that manufacturers' instructions are followed and that electricity sockets are not overloaded. Employ extension cables and multi-adapters only if there is no alternative solution. Staff should inform the management of any personal portable electrical appliance they have brought into the office or intend to bring into the office.

Before each use, portable electrical appliances should be subject to visual checks for obvious defects to the integrity of the equipment and its wiring. Any defective item should be marked as faulty and physically taken out of use. Repairs must only be carried out by competent and qualified electricians. Any fixed electrical appliance appearing to be unsafe must be reported to the Customer Service Manager.

CAR PARKS

Access controls must be respected. The filling of petrol tanks is prohibited in the car parks.

SMOKING

It is prohibited to smoke in the office except in specifically designated smoking areas outside the building that have been provided by the landlord. All employees, contractors and visitors must comply with the arrangements in place.

LONE WORKING

Being alone in an office can present additional risks if there is an accident or other problem of personal security. When working later than 21.00 hours, or at weekends, a third party must be informed of an employee's presence and the time they expect to remain in the office. They should then be contacted periodically. When leaving they must inform the third party of their departure.

The precondition to lone working are that everyone respects these arrangements, understands how to summon aid, takes care of their personal safety, and knows the location of first aid kits and fire exits.

YOUNG PERSONS / DISABLED PERSONS

Providing additional protection to young persons (under 18) needs to be recognised. This will be through supervision, not allowing them to use hazardous equipment (e.g. shredders) without good training, never involving them in lone working or in circumstances they are not equipped to handle, and ensure they are able to get to work and back home safely.

SECURITY

Ouno is committed to ensuring the safety and security of the work premises and of all employees and visitors present on the premises. We ask all employees to pay strict attention to ensuring that at all times, and especially outside normal working hours:

- Access and egress controls are effective for all personnel, visitors and contractors;
- All external doors, and all internal security doors, are kept closed;



- Visitor registration with reception on arrival and departure;
- No-one is permitted to gain access into the office, either at the external door - this is the job of the landlords receptionist or security officer - or by letting them follow staff through an internal security door unless they are known, or they carry an identity badge;
- Visitors and contractors are not left unattended;
- Identity badges, when required, are to be worn;
- The landlords security staff are made immediately of persons seen acting suspiciously;
- Such persons are challenged by you to demonstrate, convincingly, that they are entitled to be in the Centre
- You and your visitors comply with all reasonable requests of security/landlords staff, including the inspection of the contents of any bags, cases, boxes or other belongings;
- You know how to contact security/centre staff;
- Any shortcoming whatsoever in security arrangements is reported promptly to security staff and/or your Customer Service Manager.
- In order to deter property theft or damage, and loss of confidential information, we request that:
- The office doors shut at all times, and locked whenever your office is empty;
- You do not compromise security by losing keys or access card. Please report lost cards immediately, so that these may be cancelled;
- Wallets are never left unattended in jackets, and handbags and laptop computers are locked out of sight in desks or cupboards;
- Deliveries of goods are collected promptly;
- All files, equipment, stores etc are securely locked up when not in use;

- We make regular backups of electronic data, and send duplicates off-site.

This policy was approved on 1st June 2018 and is reviewed annually.

RIDDOR 2020

For all policies, Simon Pipe (Director) and Adrian Broadway (Director) have overall and final responsibility.

Robin Watson (Studio Manager) has day-to-day responsibility for ensuring that all policies are put into practise

Policy: To prevent accidents and cases of work-related ill health by managing the health and safety risks in the work place

Actions currently in place:

- We have a Health and Safety Policy in place and published online. Also available on our

notice board for staff to read and review

- HSE posters on display - Health and Safety law - what you need to know
- Accidents at Work - basic advice poster
- Accident Report log-book in the studio
- First Aid kit in the studio
- Designated cutting area with sharps bin
- Full Public and Employee Liability Insurances in place
- New staff 'safety induction' procedure in place
- Fire Extinguishers on-site
- Fire warden nominated and regular fire drills carried out
- PAT testing of all electrical products, wiring and sockets
- Trolley has been provided for moving heavy items



Policy: To provide clear instructions and information, and adequate training, to ensure employees are competent to do their work

Actions currently in place:

- New staff to be given a full safety induction
- Posters and policies to be prominently displayed
- Fire warden training to be provided as required by the Business Park
- First Aid course - a member of staff to attend an accredited first aid course

Policy: To engage and consult with employees on day-to-day health and safety conditions

- Directors and/or Studio Manager to keep staff informed of H+S issues at the regular Monday production meetings

Policy: Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work

- New staff to be given a full safety induction talk and demonstration
- Posters and policies to be prominently displayed
- Fire warden training to be provided as required by the Business Park
- First Aid course - a member of staff to attend an accredited first aid course
- Policy: Implement emergency procedures - evacuation in case of fire or other significant incident.
- Our offices are located within a business park. As such there is an established procedure in place for evacuation in the event of fire. Simon Pipe/Adrian Broadway are both Fire Wardens for the 2nd floor of

our building. We have conducted numerous fire drills and continue to do so on a regular basis. During an evacuation out fire wardens become part of a larger park team. We report to a Fire Manager once the building is evacuated.

Policy: Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances

- All old/faulty equipment to be replaced with new
- Inspections of all electrical equipment to be PAT tested on a regular basis by accredited electrician
- Studio to be kept clean and tidy, all food and drink to be stored in fridge, all kitchen utensils to be cleaned daily

- Nominated staff to keep updated on H+S regulations and requirements/best practises

This policy was last reviewed on January 23 2022. It will be reviewed annually.

Health and safety law poster is displayed at:

Staff notice board next to kitchenette area

First-aid box is located:

Shelving unit by front entrance to studio, in clear box marked First Aid Kit

Accident book is located:

Shelving unit by front entrance to studio, in clear box marked First Aid Kit

Further information:

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>



RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk? Who?
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages	General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Cable tidies in use. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately. Regular spot checks carried out.	No
Trapping a limb (e.g. hand) between adjacent height adjustable desks	A staff member could injure their hand which could also affect their ability to continue in work	Adjustable desks are kept separated by one inch, to provide a space sufficient to avoid injuries to fingers. All staff are trained to operate the desks in a measured, responsible and focused way, taking account of other people.	No
Electrical wiring fire risk	Circuits could become overloaded as we are heavy users of power sockets. Plugs could short/fuse.	Regular PAT testing and replacement of surge protectors	Initiate a 'power-off' policy each night (SMT)
Cuts from scalpel blades when cutting paper/card or boards for presentations. Cuts from spent blades	Our working environment is generally very low risk. However, getting cuts from scalpels when cutting is a risk.	We maintain our cutting area with non-slip mats and well maintained knives. Steel rulers with bevelled edges are used when cutting. Blades are replaced regularly. Dull blades are placed in the sharps container. Cutting best practice guidance is given by experienced members of staff	No
Food poisoning or vermin infestation from food waste or mal-attended kitchen areas	Potential infections from unhygienic conditions. Potential vermin infestation as food left out could attract mice/cock roaches, ants etc	We have regular cleaners who clean 3 times a week. Staff take responsibility for cleaning up on a daily basis. Spot checks and reminders are given regularly. Every staff member clears up immediately after themselves.	No

This risk assessment will be reviewed annually, and when we think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

Last reviewed January 2022