

# Health and safety policy

This is the statement of general policy and arrangements for:

Worldwide International Limited T/A Publishing

Sue Kelly	has overall and final responsibility for health and safety		
Katy Dunn	has day-to-day responsibility for ensuring this policy is put into practice		
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)	
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Sue Kelly – Operations Director Katy Dunn – Office Manager	Perform Regular risk assessments in the immediate demise. Personal H&S questionnaires' with staff for their immediate work space. Liaise with building managers for common areas.	
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Sue Kelly – Operations Director	Annual Performance review. Regularly monitor workload, review and amend where necessary. Arrange training for new starters, arrange refresher training for existing staff.	
Engage and consult with employees on day-to-day health and safety conditions	Sue Kelly – Operations Director Katy Dunn- Office Manager Phil Higgins – First Aider	Record keeping, regular checking of workload. Maintenance of First Aid supplies and Accident Book	
Implement emergency procedures – evacuation in case of fire or other significant incident.	Katy Dunn – Office Manager Mark Bartlett – Key Account Manager	Responsible for maintaining emergency procedure records, cascading details to the staff and keeping everyone informed. Implementing regular Evacuation drills alongside the building management team for various types of incidents.	
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Sue Kelly – Operations Director Katy Dunn - PA	Regularly review general office hazards, arrange periodical checks for electrics, air-conditioning etc. Issue annual staff questionnaire regarding personal workspace. Liaise with Building managers for prompt repairs of plant and machinery.	

Signed: * (Employer)	SUSAN KELLY	Date:	7 <sup>th</sup> February 2023
Next review Due	February 2024		

You should review your policy if you think it might no longer be valid, eg if circumstances change. If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	Kitchen
First-aid box is located:	On top of filing cabinets in main office.
Accident book is located:	On top of filing cabinets in main office.

## Company name: **Worldwide International Limited**

Date of risk assessment: 17/01/2020

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?	Action by who?	Action by when?	Done
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. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately. Spills in kitchen to be cleaned immediately.	Risk is well managed by staff. Reminders issued by senior staff if items left out.	All staff, supervisor to monitor Manager. IT Manager	Current	Feb 2023
Manual Handling of Paper, office equipment etc	Risk of injuries from handling heavy/bulky objects, eg deliveries of paper	Deliveries are generally taken to the area where storage will take place by delivery person. Trolleys are available to move heavy loads. Staff help each other to move heavy items such as water bottles. Goods are stored carefully to reduce manual handling and getting in the way.	Remind staff that they should not try to lift anything that is too heavy and that they should seek assistance.	Sue Kelly	Ongoing	Feb 2023
Display Screen Equipment / Personal Work Space.	Staff risk posture problems and pain, discomfort or injuries, eg to their hands/arms, from overuse or improper use or from poorly designed workstations or work environments. Headaches or sore eyes can also occur, eg if the lighting is poor.	Workstation Risk Assessment Form issued to all new starters and to existing staff annually, which requires staff to check and consider their individual work space and how it works. To include: Computer Screen, Keyboard and Mouse, Software, Furniture, Environment and space around them including levels of heat, light and humidity, and noise levels. DSE Guidance available to all users. Adjustable Blinds at windows. Eye tests provided.	Ensure Risk assessment forms are issued and responded to promptly. Next due in February 2024  Individual Workplace reviewed prior to return to office after lockdown	Sue Kelly		Feb 2023
Working at Height	Falls from any height can cause bruising and fractures.	We only have high storage in archive storage area. Avoid using top shelves without steps Do not use Chairs to stand on. Windows to be cleaned by External Contractor. Window Pole to be used for opening /closing high windows. Lighting maintained by External Contractor	Reminders issued annually as part of review.	Sue Kelly	February 2023	February 2023
Electrical	Staff can get electrical shocks or burns from using faulty equipment. Also Fire Risk	External Electrical Contractor employed to perform annual check of all electrical appliances. Defective equipment disposed of safely	Ensure test day is booked and arranged Pat testing and fixed wire carried out Nov 2022. All passed	Katy Dunn	November 2022	November 2022

Fire	If trapped, staff could suffer fatal injuries from Smoke inhalation/ Burns	All fire Extinguishers/Blankets etc checked annually by External contractor.	Ensure Test day is booked and arranged	Katy Dunn	Nov 2022	Due November 2023
Threats, Terror, Bomb, Firearms	As an iconic building may be at higher risk for threat.	Fire Procedures, agreed and rehearsed in co-operation with the landlord. Fire, Bomb and Firearm and Weapons attacks discussed with new staff on induction, annual reminder issued to existing staff.	Procedures Reviewed Annually, practice drills arranged via the Landlord. Ensure that policies are reviewed annually or as circumstances dictate. Ensure that staff are up to date with current policies.	Katy Dunn Mark Bartlett	February 2023	February 2023
Accidents and First Aid	All Staff may suffer injury or ill health in or around the workplace and have a requirement for First Aid	We have 3 members staff trained in First Aid. Accidents in the Workplace to be recorded in the Accident book kept with the First Aid Box.	Ensure First aiders have refresher training., and renew qualification Ensure first aid equipment is in date, and first aid box is well stocked. Due to lockdown measures Phil has not been able to take further refresher training	Sue Kelly Katy Dunn Mark Bartlett		
Exits and Balconies	Staff are at risk of death from falling if they venture out of windows and doors onto balconies and roof.	Balconies do not meet required height for safe use. Windows have guides which stop them being opened too far by accident. External Window cleaners have bolts to secure themselves to. WWI Staff are not permitted to use these facilities. Doors onto Balconies and Roof area are electronically locked and should only be smashed in the event of an emergency. The roof space can be accessed only with permission and attendance of security staff.	Ensure Staff and Visitors are aware that the roof and balconies are out of bounds. At induction and annual review. New Starters advised as part of induction	Sue Kelly	On Going	Reminder issued
Lone Working	Staff could suffer injury or ill health while out of the office, eg when visiting clients offices, or while working alone in the office.	Staff on External visits should notify their team members and Katy Dunn where they are and when they are expected back into the office. Staff working outside of working hours in the office, should get permission from the senior management for out of hours access. Staff are required to sign in and to sign out, at the security office.	Whilst outside of the office, staff should make sure that others are aware of their itinerary and should check in regularly with the office. Whilst the security team will make building checks it is important that staff are reminded that you keep your phone and building pass with you at all times in case of a fall or some reason why you may need to call for assistance.	Sue Kelly Katy Dunn	On Going	

<p><b>Stress</b></p>	<p>Various factors can contribute to staff stress in the workplace and personal stress creating problems in the workplace.  High Workload, Lack of Training, Difficult Clients, Frustrations with suppliers, Feeling bullied or harassed.</p>	<p>Regularly evaluate workload and redistribute tasks, accounts and responsibilities where necessary. Try to ensure sufficient back up. Listen to staff and have an open door policy if they need to talk. Be considerate of personal circumstances and how we can assist. Ensure all staff are aware of our Employment policy and grievance procedures.</p>	<p>Maintain current practices of regular review and monitoring. Particularly entering Peak Season.  Last reviews December 2022</p>	<p>Sue Kelly</p>	<p>On Going  Next due  March/ April  2023</p>	
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