

Health and Safety Policy Portia Ltd

Management of health and safety issues is an integral part of our business and is given the highest priority. Compliance with health and safety legislation is regarded as the minimum standard to be adhered to: our aim is to minimise the number of accidents and work-related illness to the lowest level practicable.

We accept our responsibility for providing a clean and safe environment in which all our people can work. It is our duty to take whatever reasonable measures are necessary for accident and fire prevention and to protect the health, safety and welfare of our employees, customers, contractors and visitors to our premises.

We can only make our safety policy work with the full co-operation and understanding of all our employees and workers. We all need to ensure we carry out our work in a safe manner. All employees and workers have responsibilities under the Health and Safety at Work etc Act 1974 and should report any potential risk (such as faulty equipment or process) to the appropriate manager, and follow all health and safety instructions that may affect them, their colleagues, or the public.

Any neglect of health and safety requirements will be regarded as a serious disciplinary matter. Where an action or neglect is so dangerous as to constitute gross misconduct, the employee concerned will be liable to summary dismissal - and even prosecution.

We will endeavour to ensure that all equipment is safe, and will provide personal protective equipment if necessary. So far as is reasonably practicable we will also ensure that our people are given whatever training is necessary to understand the equipment they work with and to be aware of any potential risks to them.

Information will be provided to employees about particular hazards or dangerous substances related to their jobs. Safety notices throughout the workplace will be clear and prominent.

This policy is non-contractual. The guidelines required to meet our objectives, and for the implementation of this policy, are detailed within our Health and Safety Manual which will be kept in the Kitchen.

Detailed policies on specific aspects of health and safety referred to in this policy can be found in the Kitchen.

All matters affecting health, safety and welfare are kept under constant review. This policy will be reviewed at least annually and also when necessary in the light of experience, changes in legislation, or as our business grows or changes.

All employees and workers have a responsibility to do everything they can to prevent injury to themselves, their fellow workers, and others affected by their actions or omissions at work.

They are required to:

- ensure they are aware of all their responsibilities regarding health and safety
- follow safe working practices and not remove or alter any safety devices on equipment

A company limited by guarantee.

Registered in England & Wales no. 4210693.

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- ensure that they are fully trained in the use of all equipment that is relevant to their job
- record all accidents or injuries or "near misses" that occur in the workplace, using our Accident Report form, and seek first aid treatment where appropriate; also report any accidents or injuries to them which occur at customers' or suppliers' sites to the appropriate authority on those premises, as well as to our Health and Safety Officer: Emily Crane
- inform their manager or Dr. Elizabeth Pollitzer of any serious or imminent danger and report any shortcomings that they see in the safety arrangements
- seek guidance from their manager if they are in any doubt concerning any health and safety issue
- follow our general safety rules and maintain a good system of housekeeping, including keeping workspaces tidy
- inform any visitors with whom they are meeting of any health and safety risks and precautions they must take

Effective safety performance will only be achieved by enthusiasm and interest at all levels within the business. We will consult with staff on an individual basis by informing them of any changes to working practices, amendments to our safety procedures or changes in legislation. In addition, all workers are encouraged to raise any issues regarding health and safety with Emily Crane.

The Health and Safety at Work poster is displayed in the Kitchen.

All employees are provided with a copy of our health and safety policy and rules on joining our business.

All accidents should be recorded in the Accident Book which is kept in the Kitchen.

Copies of our risk assessments and COSHH assessment are kept in the Kitchen and will be supplied to staff as appropriate to their jobs.

The fire regulations and evacuation procedures are displayed in the Lobby.

All workers are instructed to read these carefully, and to know what to do in the event of a fire.

The first aid box is kept in the Kitchen. Workers are requested to inform the Health and Safety Officer: Emily Crane if any replacement items are needed. The names of our first aiders are listed: Emily Crane. Our first aiders are fully trained and should be contacted in the event that an employee requires first aid treatment.

All workers must report any potential hazard or unsafe working practice to their manager or the Emily Crane. If the hazard or unsafe working practice presents an immediate danger, it should be reported to the most senior person present at the time. This person has the authority to take immediate action to alleviate the danger, including the stopping of any work until further action is taken.

Any damaged or defective equipment should be reported to the appropriate manager immediately.

A copy of our general health and safety rules is given to each new employee on joining us and is also displayed in the Kitchen.

All workers should ensure that they are aware of these and follow them.

All our premises are designated no-smoking areas and this must be observed at all times by both employees and visitors. Failure to comply with this request may lead to disciplinary action.

Alcohol and illegal drugs are not allowed onto our premises. Any employee who is found with these substances or whose ability to work is impaired due to them may be suspended and subject to disciplinary action.

We currently do not undertake any routine or random testing for drugs or alcohol.

All reasonable efforts are made to provide secure premises and to ensure that staff can enter and leave our premises safely.

Access to any potentially hazardous areas is limited to authorised persons.

When leaving work at the end of a shift, employees are responsible for locking away confidential documents or valuable items.

Anyone working on site or alone on our premises should be made aware of our lone workers policy and ensure that they comply with the safety rules relating to them.

This policy will take effect from immediately. The Director, Dr Elizabeth Pollitzer has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation (at least annually) and additionally whenever there are relevant changes in legislation or to our working practices.

Any queries or comments about this policy should be addressed to Dr. Elizabeth Pollitzer.

