

## ER-POL\_1

# Health and Safety policy statement

### Document control

Status	Name	Date
Version 3	J Willis	1.2.23
Approved by	J Condron	1.2.23
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## Health & Safety Policy Statement – COVID 19

Under the provision of the Health & Safety at Work Act (1974), both the employer **Ecology Resources** and our employees understand our obligations, so far as is reasonably practical, to fulfil the statutory duties that are required of us. Furthermore, with the ongoing Coronavirus pandemic, we recognise an additional duty of care for everyone. We will therefore aim to:

- Maintain compliance to the requirements of the Health & Safety at Work Act and associated Regulations whilst taking into account biological hazards
- Continue to provide safe and healthy working conditions to all our employees, subcontractors, clients and visitors whilst making workplace amendments as needed to protect everyone from the virus
- Provide sufficient resources to monitor and support the continuing effectiveness of our occupational health, safety and welfare management system which includes COVID secure measures
- Provide sufficient information, instruction, training and supervision to ensure ongoing compliance to COVID management and that all persons are aware of the dangers of COVID 19 and how to protect themselves
- That this H&S policy and associated management system is continually monitored, reviewed and communicated to ensure COVID systems remain effective and are known by everyone
- To enhance welfare arrangements to ensure good hygiene levels are maintained at all times
- Arrangements are in place for the safe use and maintenance of all plant / machinery and equipment / substances that is used by our employees
- Provide the means for continued consultation with all members of staff on any occupational health, safety and welfare related matters
- Ensure an effective reporting system is in place for reporting incidents and rectifying in a timely manner whilst operating an open-door policy to allow persons to speak up
- Implement emergencies arrangements so that everyone understands what to do in the event of a major incident including potential or confirmed cases of COVID 19

Signed for and on behalf of **Ecology Resources**:

Date: 1<sup>st</sup> February 2023

Name: John Condron, Director

Signature: 

## ER-POL\_1 - Health and Safety policy statement

We believe that high standards of health and safety control are an essential part of business management, and rank in equal importance with other fundamental business elements.

We recognize our health and safety duties under the "Health and Safety at Work Act 1974", the "Management of Health and Safety at Work Regulations 1999" and other relevant legislation and codes of practice for our workplace.

Our accident and close call incident prevention functions are an integral part of operational management. The main objective is the elimination of accident and incident causes. Therefore, as a matter of policy we will take all reasonable care to protect all employees and others who may be affected by our activities and facilities, by implementing safe operating procedures and safe systems of work to eliminate foreseeable hazards.

We take all practical steps necessary to prevent or reduce harmful impacts on the environment, which may result from our activities, products or waste. We respect legal standards and will implement changes that are appropriate to achieve compliance.

The Directors have the overall responsibility for effective health and safety management in the workplace. Jez Willis is the Health and Safety Coordinator, who oversees health and safety matters in the office and the field. The Health and Safety Coordinator ensures that the necessary resources and arrangements are provided for the implementation, monitoring and reviewing of this Policy and associated safety arrangements, and that, in the unlikely event that a competent employee is not available, an external source of competent assistance and advice is sought. It is the responsibility of Jez Willis, as Health and Safety Coordinator, to ensure we achieve day-to-day health and safety compliance in the workplace.

All current and future employees must comply with the legal safety obligations placed upon them by legislation and company policies. They must also cooperate with the company in meeting its legal requirements and responsibilities.

We commit to providing appropriate health and safety information, instruction, training and supervision for our current and future employees. We also commit to actively involve them in all health and safety matters, where appropriate, through a process of consultation and communication.

## Accident / Incident reporting procedure

This procedure covers the recording of accidents or incidents whilst at work in the office, or out in the field, or on sites, or other people's offices, or driving during the working day in the course of work for Ecology Resources.

The procedure also covers the recording of Close call incidents where no accident occurred, but you were lucky to avoid an accident on that occasion. It also covers hazard identification. This is where no accident, or close call, has occurred but you have identified a situation which could lead to an accident.

Ecology Resources' Health & Safety Coordinator is Jez Willis.

**Hazard identification** – If you see a hazard which could potentially lead to an accident, email the details to [closecall@ecologyresources.co.uk](mailto:closecall@ecologyresources.co.uk). Example: slips, trips and falls potential.

**Close call incident** – If you are involved in, or are witness to, a close call incident, email the details to [closecall@ecologyresources.co.uk](mailto:closecall@ecologyresources.co.uk). Example: slipping on a loose carpet, or polished floor without falling, or injuring yourself.

**Accident report** – If you are involved in an accident, covered by scope of the first paragraph on this page, email the details to [closecall@ecologyresources.co.uk](mailto:closecall@ecologyresources.co.uk). Example: an actual injury sustained, cuts, bruises, strains, etc.

**Accident: absences of more than 7 days** – We have an additional legal obligation to report injuries that lead to a worker being incapacitated for more than 7 consecutive days (not counting the day of the accident but including weekends and rest days). The report must be made within 15 days of the accident.

If an injury results in an absence from work of more than 7 days you must inform Ecology Resources' Health & Safety Coordinator, or one of the other Directors, who will with report this to the HSE.

**Motor accident report** – If you have been involved in a motor accident, covered by scope of the first paragraph then follow the procedure in item 3 above. Note if the accident involves an absence from work of more than 7 days refer to item 4 above. Example: any accident involving one or more vehicles, even if no personal injury is apparent at the time.

Further information is available online here: [www.hse.gov.uk/riddor/reportable-incidents.htm](http://www.hse.gov.uk/riddor/reportable-incidents.htm)

If you have any queries relating to the above procedure speak to Jez Willis, the Health & Safety Coordinator.

The Accident / Incident record book is kept online on Ecology Resources' one drive system and is accessible by all. Completed forms are to be kept securely & confidentially, with the personnel files.

## Health & Safety training

At induction, all staff are to be given a broad overview of the Health & Safety systems, including the office Health & Safety policy, Fire emergency procedures and risk assessments, including PPE. Paper copies are signed to indicate their review. Digital copies and guidance are freely available for reference and project-specific use. Examples of further training are set out below:

- *Setting up display screen equipment.*
- *Guidance on manual handling.*
- *First aid provisions within the office and for out of office activities.*
- *Certified training for the first aid appointed persons within the office.*

Signed: 

Name: John Condron

Position: Director

DATE: 1st February 2023

Signed: 

Name: Naomi Condron

Position: Director

DATE: 1st February 2023