

Qwarie Health and Safety Policy

1. Policy Statement

Qwarie accepts its responsibilities under the Health and Safety at Work etc. Act 1974. Proactively, the company seeks to eliminate the incidence of all workplace risks through the implementation of this policy. We commit to take all reasonable and practicable steps to protect the health, safety and welfare of our stakeholders.

We recognise that the effective management of health and safety is an integral part of our overall business performance and should be an integral to the everyday activities of our employees. We expect our employees to share this commitment, by the exercise of personal responsibility and compliance with Qwarie policies and procedures, and to understand that they too, have legal and moral obligations to themselves and to one another.

2. Company Commitment to Health & Safety

Qwarie commits to:-

- provide and maintain a safe and healthy working environment, and;
- provide safe access arrangements and suitable welfare facilities as well as safe egress, especially in the event of an emergency, and;
- provide information, instruction and training to enable employees to perform their work safely, and;
- consult with employees on health and safety matters, and;
- provide first aid equipment in the case of accident or ill-health to employees or visitors to our premises, and;
- ensure that all work equipment is suitable for purpose and properly maintained, and;
- undertake risk assessments, implement the identified control measures and ensure that safe systems of work are applied in relation to our activities including emergency evacuation procedures, and;
- be prepared for emergencies such as fire and medical emergencies, and;
- investigate all incidents.

3. Responsibilities for Health and Safety

3.1. Executive Responsibility

The company executive is ultimately responsible for:-

- compliance with the Health and Safety at Work Act 1974 and other relevant statutory provisions, and;
- ensuring that an up to date health and safety policy is prepared and brought to the attention of all staff, and;
- ensuring the effective implementation and maintenance of this policy across the company.

3.2. Management Responsibilities

Company managers, including the Compliance Officer, are responsible for:-

- ensuring that suitable and effective health and safety arrangements are in place across the company, and;
- ensuring that employees receive the training necessary for safe working, and;
- ensuring that periodic workplace inspections are carried out and any unsafe conditions found are subsequently removed or adequately controlled, and;
- the periodic audit of safety equipment, and;
- reporting on matters relating to the management of health and safety to the Executive, and;
- ensuring that effective communication exists between all sections of the business operations with regard to health and safety, and;
- liaison with the Facility Manager to ensure that the services and plant supplied is, at minimum, compliant with the Health and Safety at Work Act 1974.

3.3. Employee Responsibilities

Are required to:-

- take reasonable care for their health and safety, and;
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare, and;
- co-operate with Management and comply with all relevant health and safety policies and procedures, and;
- report to Management all hazards which they believe the manager is currently unaware of, and;
- report immediately to Management any accidents, incidents, near misses or dangerous occurrences of which they have knowledge or involvement, regardless of whether persons are injured or not.

4. Management of Health and Safety

4.1. Training

Health and safety training shall be provided for all employees, as part of their induction and subsequently, repeated periodically as part of their mandatory training.

Employees shall be involved in the identification of hazards in the office and advised of any particular hazards pertaining to their area.

4.2. Risk Assessment

Risk assessment is the key to effective and sensible health and safety management. The findings from risk assessments shall be used to identify prioritise and control risks at all levels in the company.

Management shall ensure that all significant hazards in the workplace have been suitably risk assessed and that any subsequent risks are adequately controlled.

Risk assessments are reviewed annually. However, risk assessments will also be reviewed should there be:-

- any changes in legislation which effects the assessment, or;
- any changes to working practices or environmental conditions that could affect employee safety, or;
- an accident, near-miss or serious incident, or;
- an indication that the assessment is no longer valid.

4.3. First Aid

First Aid boxes are provided to ensure that first aid supplies are easily accessible when required in an emergency. First Aid boxes are located at reception. They shall be checked monthly and shortages replaced. Employees have an obligation to ensure that First Aid boxes, like any safety equipment, are not tampered with. Free access to First Aid boxes shall be maintained at all times.

4.4. Accident/incident Reporting and Investigation

All accidents/incidents and 'near-misses' should be reported, recorded and investigated.

Each employee is responsible for reporting accidents/incidents to which they are party/witness and should liaise with Management in this regard.

A member of Management shall ensure that an accident / incident reporting form is completed in each instance. The reporting form shall include the following details:-

- date, time and place of the incident, and;

- name, address, occupation and age of the injured person, and;
- circumstances, including cause and nature of the injury and the arrangements made for its treatment.

Management shall investigate all reported incidents/accidents which occur in the workplace and, where necessary, corrective action shall be taken to avoid co-occurrence.

4.5. Fire Procedures

In the event of a fire and, providing there is no danger to the persons concerned, every effort should be made to extinguish or contain the fire pending the arrival of the fire brigade.

The magnitude of the outbreak shall dictate whether attacking the fire should take priority over reporting and evacuation.

All employees should be familiar with the exit routes and should also know the location and type of fire extinguishers in the office. All employees must know the fire procedures, position of fire appliances and escape routes.

5. Communication and awareness of this policy

Qwarie shall notify its employees and other stakeholders of this Health and Safety Policy, and shall engage with all stakeholders to obtain compliance with this policy. This policy is published on the company website, www.qwarie.com

6. Review of this policy

The effectiveness of this policy shall be monitored and reviewed every six months. The review panel shall include as a minimum, one member of the executive, the Compliance Officer and the Business Manager. Where required, the Compliance Officer might call for a meeting of the Review Panel. The meeting shall be announced at least five working days before the meeting convenes, and a representative of the employees may attend.

Health & Safety might be an agenda item on a management meeting with a wider remit.

The review shall ensure our continued compliance with any new health and safety guidelines or legislation. The review shall verify that audits have been performed and any recommended action has been performed in a satisfactory manner, and to verify that where there might have been an incident,

with a subsequent investigation and recommended outcome, any remedial action has been performed satisfactorily.

7. Board Approval

This policy has been approved by the Executive of Qwarie.

The Executive shall review and update the policy every six months.



Richard Smith – Chief Executive Officer

13 August 2019