

# Health and Safety policy of Dockside Personnel Ltd

## General statements of intent

1. The business intends to provide and maintain safe premises and healthy working environments.
2. It intends to assess risks effectively and apply measures to control them. It aims to provide and maintain safe plant, equipment and associated operating procedures.
3. It intends to identify substances that are potentially hazardous to health and make sure arrangements are made to control the risks they pose.
4. It intends to provide information, instruction, training and supervision, to ensure everyone is able to carry out their work safely. These provisions will be refreshed periodically or when anything that could affect Health and Safety changes significantly.
5. It intends to involve and consult with worker representatives on Health and Safety issues.
6. It intends to investigate accidents, incidents and cases of work-related illness, so it can identify and put right any shortcomings in its Health and Safety management processes.
7. It intends to have effective arrangements in place to deal with injuries and reduce the effects of any incidents that could result in injury, ill health or damage to the environment.
8. It intends to make sure information on Health and Safety issues is shared across the business.
9. It intends to set targets for continuous improvement in Health and Safety performance, make sure resources are available to help it deliver those targets, and review its Health and Safety policies and procedures at least once a year.

## General information

1. The business employs less than five (10) employees. Its sole place of business is: Unit F19 Waterfront Studios, London , E16 1AH.
2. The business is compliant with the Employers' Liability (Compulsory) Insurance Regulations 1998 and is displaying copies of its Certificate of Insurance at its place of business.

## Organisation of Health and Safety responsibilities within Dockside Personnel Ltd

Everyone within Dockside Personnel Ltd has a responsibility for ensuring that the business operates safely. Specific responsibilities are listed below.

1. The senior management through Richard Quaresma will ensure that there are effective policies, codes of practice and instructions to staff for health, safety and welfare, issued on behalf of the business, for all workers in the business whether employed, self-employed or contractors working on site.
2. The senior management through Richard Quaresma has delegated the day-to-day responsibilities for Health and Safety to Richard Quaresma who has the following specific responsibilities:
  - 2.1. Richard Quaresma is to ensure that the business is given current information regarding Health and Safety legislation.
  - 2.2. Richard Quaresma is to assist Richard Quaresma in identifying the business's responsibilities and to initiate and advise on amendments to the Health and Safety policy, Codes of Practice and any safety instructions.

- 2.3. Richard Quaresma shall disseminate information on health, safety and welfare within the organisation as appropriate.
  - 2.4. Richard Quaresma shall be the custodian of the business's Health and Safety records.
  - 2.5. Richard Quaresma shall co-ordinate the business's Health and Safety audits and inspections/risk assessments and supervise the general administration arising from Health and Safety matters.
  - 2.6. Richard Quaresma shall arrange for workers' safety representatives to be appointed (where appropriate) and trained, and shall ensure that they perform their duties satisfactorily.
  - 2.7. Richard Quaresma shall ensure that records are kept of the business's activities in respect of:
    - 2.7.1. Training given to all workers (including safety representatives);
    - 2.7.2. Copies of all inspection/audit and risk assessment reports; and
    - 2.7.3. Accident/incident reports and statistics.
  - 2.8. Richard Quaresma shall compile the following for Richard Quaresma:
    - 2.8.1. An annual report on the state of Health and Safety within the business which shall give an overview of the training of workers, any repairs and maintenance that are required in the interests of Health and Safety, recommendations on procedures that need to be introduced to comply with current and forthcoming Health and Safety legislation and accident statistics for the business.
  - 2.9. Richard Quaresma will ensure that workers' reports are completed where accidents and incidents occur, that appropriate entries are made in the accident book and that when required, the accidents/incidents are reported to the appropriate enforcing authority.
  - 2.10. Richard Quaresma will arrange Health and Safety training courses for all workers (where appropriate) including induction training.
  - 2.11. Richard Quaresma will liaise with the fire authorities, environmental health officers, and other official bodies as appropriate.
  - 2.12. Richard Quaresma will arrange for the testing and inspection by a competent contractor, of fire alarms, firefighting appliances, and emergency lighting within the business areas. Records will be kept of those tests and inspections.
  - 2.13. Richard Quaresma will monitor the safety performance of the business as a whole by monitoring the accident books, the use of first aid facilities, the length of time that is taken before action is taken on repairs and maintenance, and reports from enforcement authorities, safety representatives and Health and Safety advisers.
  - 2.14. Richard Quaresma will monitor the appointment of contractors to perform work for the business, and will ensure, by reference to materials supplied by the contractors in respect of Health and Safety enquiries, that they are competent to carry out the work. During the period that the contractors are on the premises, Richard Quaresma will continue to monitor the work of those contractors by liaison with the person to whom the contractors are to report.
  - 2.15. Richard Quaresma will ensure that risk assessments are performed, reviewed, and recorded as required by legislation.
  - 2.16. Richard Quaresma will arrange for occupational health medical examinations to be undertaken where necessary.
3. All workers have the following responsibilities:
- 3.1. To read and understand this Health and Safety policy and to perform their work in accordance with the requirements of this document;
  - 3.2. To read and understand any Codes of Practice and any safety instructions that are issued from time to time, and to perform their work in accordance with the requirements of those documents; and
  - 3.3. To comply with Section 7 and Section 8 of the Health and Safety at Work etc Act 1974 in respect of their work and in particular:
    - 3.3.1. To take care of their own Health and Safety and that of others who may be affected by their acts or omissions;

- 3.3.2. To co-operate with the employer to enable the business to comply with any legal duty or requirement placed upon it or its workers;
- 3.3.3. Not to recklessly or intentionally interfere with anything provided in the interests of Health and Safety;
- 3.3.4. To work in a safe manner and not take unnecessary risks that could endanger themselves or others;
- 3.3.5. Where possible, to remove hazards or protect persons, as far as is reasonably practicable;
- 3.3.6. To follow laid down procedures and report to their line manager:
  - 3.3.6.1. Any injury to themselves or others caused by work activities;
  - 3.3.6.2. Any hazards that they find;
  - 3.3.6.3. Any damage or defect to equipment, machinery, etc;
- 3.3.7. To suggest ways of improving the Health and Safety policy and working methods, to their immediate line manager;
- 3.3.8. To ensure that equipment is kept in good condition, and use the correct equipment for the task to be undertaken;
- 3.3.9. Not to use equipment etc. for which it was not intended, or for which they have not been trained;
- 3.3.10. Where using, visiting, or working on premises other than those under the control of the company, to ensure that they are aware of any Health and Safety policies and procedures that may apply and are in force;
- 3.3.11. Not to take risks while working or indulge in 'horseplay', practical jokes, etc;
- 3.3.12. To ensure that any young or inexperienced person working on the premises is not put at risk;
- 3.3.13. To know the emergency procedures that may apply to the premises, and familiarise themselves with the escape routes, fire alarm system, and firefighting equipment; and
- 3.3.14. To take care of visitors and others when having meetings on the premises, ensuring that they are not put at risk, are aware of any hazards on the premises and follow the emergency procedures if necessary.

### **Regular surveillance**

1. Richard Quaresma will perform an inspection of the business's workplace on a regular basis to ensure that hazards and risks are reduced to the lowest level reasonably practicable.

### **Smoking**

1. Smoking is not prohibited throughout the entire workplace with no exceptions.
2. The business has a smoking policy. Overall responsibility for the smoking policy implementation and review rests with Richard Quaresma. All workers are obliged to adhere to, and facilitate the implementation of the policy. Richard Quaresma shall inform all existing workers, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. Richard Quaresma will also give all new personnel a copy of the policy on recruitment/induction. Appropriate 'No Smoking' signs will be clearly displayed at the entrances to, and within the premises. Local disciplinary procedures will be followed if a worker does not comply with this policy. Those who do not comply with the smoking law are also liable to a fixed penalty fine, and possible criminal prosecution. The business will provide support for smokers who want to stop.

### **Risk assessments**

1. The business has prepared or is preparing various risk assessments of specific risks arising within its business. Workers should contact Richard Quaresma for information on specific risks.

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2. The business shall review these risk assessments at least as often as may be required in accordance with applicable regulations.

# Statement of development of the Health and Safety Policy for Dockside Personnel Ltd at 05 September 2017

Date of this statement: 05 September 2017

Date of next review: 05 September 2018

I, Richard Quaresma, am the person at Dockside Personnel Ltd who has overall responsibility for compliance with the Health and Safety policy of the business. I set out below a record of the status of the business in respect of its Health and Safety compliance.

Day-to-day matters concerning Health and Safety are delegated to Richard Quaresma.

The business is of a specialist nature which is outside the scope of the logic of the Health and Safety Procedure Creator. Consequently, it needs to seek specialist guidance from the HSE (Health and Safety Executive) in preparing its risk assessment for compliance with the legislation. The guidance in undertaking a risk assessment performed in this document cannot be considered to be comprehensive.

## General statement

The business whose sole place of business is Unit F19 Waterfront Studios, London , E16 1AH is a business employing less than five (10) employees.

1. The business currently has no disabled employees and therefore a risk assessment in respect of disabled workers has not been carried out.
2. The business employs workers who are pregnant or who are capable of bearing children.
3. The business does not employ workers who are under 18 years of age but may at some point employ workers who are under 18 years of age.
4. None of the business's workers work from home.
5. The business does not allow children in its workplace (save for in the reception area).

## Environment

1. The business confirms that the air quality of the working environment is satisfactory and that there is adequate ventilation.
2. The business confirms that the temperature of the working environment is satisfactory.
3. The business confirms that the lighting of the working environment is satisfactory.
4. The business confirms that the workplace, furniture, fittings, floor, wall and ceiling surfaces are kept suitably clean with the waste materials and rubbish kept to a minimum and stored in suitable containers.
5. The business confirms that the room dimensions and space for the workers of the business are satisfactory.
6. The business confirms that the sanitary facilities for the workers of the business are satisfactory.
7. The business confirms that the washing facilities for the workers of the business are satisfactory.
8. The business confirms that an adequate supply of drinking water is available for the workers of the business.
9. The business confirms that suitable and sufficient accommodation is provided for personal clothing not worn at work, and for special clothing worn at work but not taken home.

10. The business confirms that suitable and sufficient rest facilities are provided, including facilities for eating meals where meals are taken in the workplace.
11. The business has implemented a smoke-free policy in its workplace.
12. The person responsible for implementation and maintenance of the smoke-free policy in the workplace is Richard Quaresma

### **Insurance and registration**

The business is compliant with the Employers' Liability (Compulsory) Insurance Regulations 1998 and is displaying copies of its Certificate of Insurance at each of its places of business.

The details are as follows:

Chubb European Group Ltd – Policy Number 49192722 commencement of policy: 03 December 2017

Date of expiry of policy: 03 December 2018

### **Notices, first aid and the accident book**

1. The business correctly displays the Health and Safety Law poster in its premises.
2. The business has a correctly stocked first aid box at its premises.
3. The business has appointed a worker as the appointed person to take charge in an emergency.
4. The approved person to take charge in an emergency and administer first aid is Richard Quaresma.
5. The business has an up-to-date Accident Book for recording accidents at work in accordance with the legislation.
6. None of the workers are trained first aiders.

### **Resolved or non-existent risks to the business**

1. The business does not involve any hazardous materials.
2. The business does not involve working with guarded machinery.
3. The business does not involve workplace transport.
4. The business has no special risks arising from noise.
5. The business has no special risks arising from hand-held equipment.
6. The business does not involve working on or near electrical equipment in activities that involve its installation, commissioning, maintenance or operation, or in circumstances that are likely to give rise to a risk of electric shock or electrical arcing.
7. The business is not of a type where there is a realistic possibility of violence at work.
8. None of the workers has to work unsocial hours in the business.
9. The business premises are located in a safe location.

### **Driving at work**

1. The business involves some workers doing work-related driving. Workers in the business drive on work-related activities occasionally. The business has not yet begun consulting with its workers on the topic of driving on work-related matters.
2. The business has not yet appointed a person to check compliance with Health and Safety regulations for driving on work-related matters.
3. The business keeps a record of its workers who drive on work-related matters which is reviewed to determine whether any particular workers require additional training to carry out their duties safely.
4. The business has supplied information to its workers who drive on work-related matters on what they should do when they feel sleepy, and of the general dangers of fatigue.
5. The business has checked with its workers who drive on work-related matters, know how to use the safety equipment associated with their vehicles, and how to cope with hazards arising from their particular vehicles.
6. The business has explained to its workforce the Health and Safety requirements in respect of driving and mobile phones.

### **Fire safety**

1. A fire risk assessment of the premises was completed on 8 November 2017 by Richard Quaresma.
2. Specific points raised were as follows: There was a filing cabinet restricting the fire exits easy access. This must be removed.
3. The premises used by the business do not have gas appliances.
4. The business does not have a fire certificate in respect of its premises.
5. The workers know what to do in case of fire.
6. The workers are trained in how to raise a fire alarm and which extinguishers to use for different types of fires.

### **Asbestos**

1. The business has not yet been given by its landlord a copy of the Type 2 survey for asbestos-containing materials in the workplace premises.

### **Manual handling**

1. The business involves manual handling. Workers in the business rarely manually handle loads where there is a significant risk of injury.
2. The business has begun and continues to consult its workers on the topic of manual handling.
3. The business has made sure that no single worker manually handles loads of more than 15kg (for men) or 10kg (for women).
4. The business has reviewed the health and condition of all of its workers who may be engaged in manual handling at work, and has concluded that there is little or no risk to their health arising from manual lifting.
5. The business has ensured that all workers who may be engaged in manual handling at work have been trained to do so safely.

6. The business has ensured that all workers have been told to report injuries that may have been caused by manual handling.
7. The business has appointed a person who will check compliance of manual handling methods by making spot checks and ensuring that all workers who may be engaged in manual handling at work are properly trained.
8. The name of the person responsible for spot checks and training in respect of manual handling is Dockside Personnel Ltd.

### **Repetitive tasks**

1. The business involves repetitive tasks. Workers in the business rarely perform tasks requiring repetitive movements of the upper limbs for two hours or more per shift.
2. The business has begun and continues to consult its workers on the topic of repetitive tasks.
3. All equipment used in the business that could give rise to a repetitive injury conforms to a recognised ergonomic standard.
4. The business has ensured that no twisting or stretching is involved in the undertaking of repetitive tasks.
5. The business has determined that none of the repetitive tasks undertaken by workers involves the application of significant force.
6. The business has trained its workers who do repetitive tasks so that they understand the need to adopt the correct posture, take regular breaks or switch tasks.
7. The business has instructed and reminded workers to take breaks from any repetitive tasks, such as typing, for ten minutes in every hour.
8. The business has checked to determine whether workers have any health problems and has made sure the repetitive tasks will not make them worse.
9. The business has checked with its workers to see if they are aware of any ill-health symptoms such as aches and pains from repetitive tasks.
10. The business has ensured that all workers have been told to report injuries that may have been caused by repetitive tasks.
11. The business has appointed a person to check compliance with safety rules for repetitive tasks.
12. The name of the person responsible for compliance with safety rules in respect of repetitive tasks is Richard Quaresma.

### **Working at height**

1. The business involves working at height. Workers in the business rarely work at height.
2. The business has begun and continues to consult its workers on the topic of working at heights.
3. The business is unable to ensure that workers only work at height where there is adequate permanent fixed-edge protection or on platforms with temporary edge protection such as tower scaffolds, MEWPs or scaffolding.
4. The business makes sure all workers who work at height have been formally assessed as competent, or are closely supervised by someone who is competent.



5. The business ensures that its workers only use personal protective equipment, such as harnesses, when a risk assessment concludes this is the only option.
6. The business makes sure its workers do not work on, from, or over fragile surfaces without platforms, coverings or similar means to support them.
7. The business makes sure its workers only use ladders to climb to work places, rather than regularly working from them.
8. The business makes sure its workers always take measures to prevent falling objects injuring other people, as a result of working at height.
9. The business has appointed a person to check compliance with safety rules for working at heights.
10. The name of the person responsible for compliance with safety rules in respect of working at height is Richard Quaresma.

### **Stress at work**

1. The business involves stress at work. Workers in the business rarely experience high stress from work.
2. The business has begun and continues to consult its workers on the topic of stress at work.
3. The business has ensured that all managers have received information and advice on how to help prevent stress amongst workers.
4. The business clearly communicates to its workers that acts of bullying and harassment are not acceptable and that all complaints of bullying are formally investigated.
5. The business has made sure its workers always know what they are expected to do and management regularly talk to them about it.
6. The business has ensured that workers are encouraged to talk to their manager or employee representative if they are finding their job stressful.
7. The business has ensured that all managers know how to provide help, support and training to workers.
8. The business has ensured (and will continue to ensure) that workers' views are sought if there is an anticipated change in their work.
9. The business has been unable to ensure that working hours are always kept below 48 hours each week.
10. The business has ensured that its workers have enough time to do their work tasks.
11. The business has ensured that, so far as reasonable, it lets its workers choose how they do their work.

### **Slips and trips**

1. The business involves workers moving in or across areas where there is the potential for slips, trips and falls. Workers rarely move in or across areas where there is the potential for slips, trips and falls.
2. The business has not yet consulted with a competent person to identify the most appropriate cleaning methods and equipment for removing water and contamination from floors.
3. The business does not provide the necessary equipment for tackling spills, wet and contaminated floors.
4. The business has made sure that there are storage areas for keeping objects out of the way and to keep passage ways free from obstacles.
5. The business provides safety footwear where required, free of charge and in consultation with its workforce.

6. The business has trained workers responsible for cleaning floors to leave floors dry and free from trip hazards and, if not possible, to cordon off areas with warning signs.
7. The business has begun and continues to involve its workers in considering how floors will be used; the main types of contamination likely to find its way onto them; and whether floors are appropriate to the business and give good slip resistance.
8. The business ensures that floors that have become uneven are repaired promptly or made safe, keeping pedestrians out of the area until this is completed.
9. The business has informed all workers of basic housekeeping methods for different jobs in different locations.
10. The business has organized work so that workers do not need to carry awkward or heavy loads across obstacles or slippery surfaces.
11. The business has ensured there is a competent person identified to check regularly for compliance with safety rules about slipping and tripping hazards.
12. The competent person responsible for prevention of slips and trips is Richard Quaresma.

### **Display-screen equipment**

1. The business involves the use of Display Screen Equipment (DSE). Workers in the business use computer screen for extended periods (more than one hour).
2. The business has worked through the HSE workstation checklist in respect of all of its computer workstations.
3. The business has studied the accessibility features of its computers and has tailored them to suit its workers.
4. The business has notified all employees who habitually use display screen of their right to free eye tests.

## **Actions**

Actions are set out below. Note that the specified time limits are given as latest dates. All actions should be commenced immediately and completed as soon as practically possible. Until some of the actions are completed, the business may be in breach of Health and Safety legislation and it (and in some cases individuals within the business) may incur criminal and/or civil liability:

1. The business needs to prepare a risk assessment in respect of young people by 05 October 2018.
2. The business needs to obtain the fire certificate in respect of its premises.
3. The business should appoint an appropriate number of workers as first aiders and ensure that they receive appropriate training and are certified to act as first aiders as soon as possible and in any event by 05 October 2018.
4. The business should conduct and complete a risk assessment in respect of slips and trips by 04 December 2018.

5. The business should request in writing from its landlord a copy of a Type 2 survey for asbestos-containing materials in the workplace premises by 05 October 2018