

ONE STOP WEB SYSTEMS

One Stop Web Systems Ltd

PO Box 39281
London SE3 9WY
0845 260 1064
www.OneStopWebSystems.com

Health and Safety Policy

19th July 2007

Version 1

Abstract

Company-wide Health and Safety Policy

Document History

19 th July 2007	Phil Hanchet	First Draft
19 th July 2007	Phil Hanchet	Version 1, following review

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Introduction

One Stop Web Systems incorporated in April 2000 to provide a single port of call to SMEs requiring an internet presence. Our services include:

- Domain registration
- Website creation, maintenance and hosting
- E-Shop creation
- Email mail-shots
- Non geographic numbers
- Java and PHP development
- Backup
- Secure File Transfer

Clients' requirements very often change as their ideas for their businesses evolve - this is particularly true of start-ups - so we have adopted a flexible approach which has resulted in us concentrating on IT outsourcing rather than providing fixed deliverables.

As a company we have one Company Safety Officer responsible for general company-wide Health and Safety issues and policies, and each place of work will have a Site Safety Officer to deal with local issues and policies.

Therefore, in order to ensure the Health & Safety of staff, associates, customers and suppliers on their respective sites we operate the following policy and standards:

General statement of policy

Our current policy is:

- To provide adequate control of the health and safety risks arising from our work activities
- To consult with our employees on matters of their health and safety
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for employees
- To ensure that all employees are competent to do their tasks, and to give them adequate training
- To take all reasonable steps towards the prevention of accidents and cases of work-related health
- To maintain safe and healthy working conditions and
- To review and revise this policy at regular intervals

Company Safety Officer	
Signed	
Date	

Company Safety Officer (CSO)

Name	Phil Hanchet
Position	Director
Landline	0845 250 1064 (voicemail)
Fax	0871 250 1064
Office Address	PO Box 39281 Blackheath LONDON SE3 9WY
Responsibilities	Review and update of this document Appointment of Site Safety Officers Assessment of company wide risks Collation of Accident reports Reporting of accidents to ICC
Signed	
Date	

Site Safety Officer (SSO)

Name	
Position	
Landline	
Fax	
Office Address	
Responsibilities	<p>Maintenance of a First Aid kit</p> <p>Assessment of site-wide risks and reporting of suggested policy to CSO</p> <p>Ensure local implementation of this policy</p> <p>Maintenance of a local accident book</p> <p>Reporting of any accidents to the Company safety officer (appendix B)</p> <p>Distribution of latest versions of this document to all staff and associates etc</p> <p>Retain copies of completed emergency contact forms</p> <p>Maintenance of local risk procedures (appendix D)</p> <p>Display of non-smoking signs where appropriate</p>
Signed	
Date	

Company Wide Risk Assessment

Overall, the following risks to H&S have been assessed by the Company Safety Officer and either found not to apply, or have the referenced policies associated with them:

Asbestos	n/a
Dangerous Chemicals (inc cleaning)	Working with Chemicals
Electrical Equipment	Working with Electrical Equipment
Working at height	Working at height
Working with Computers	Working with Computers
Smoking	n/a
Noise	n/a
Vibration	n/a
Heavy Machinery	n/a
Hand tools	Working with hand tools
On site Service Engineers	n/a
Transport within the workplace	n/a
High Pressure Systems	n/a
Fire and Explosion prevention	Fire and Explosion prevention
Harmful Radiation	n/a
Handling Stress	Handling Stress
Smoking	Smoking
Working Alone	Working Alone
Travel	Travel

The SSO is responsible for assessment of all new site risks; hence each site may have a set of Site Risk procedures maintained by the SSO (see appendix D).

Working with Chemicals (COSHH assessment)

Currently, the only potentially dangerous chemicals identified are kitchen and washroom cleaning products, which do not represent a significant increase to risk to health or safety.

Working with Electrical Equipment

- Cables should not trail across the walkways
- The underside of desks should be clear of cabling
- A mains suppressions system should be used to protect equipment from transients
- RCDs should be used to prevent electrocution when working with power tools

Working at Height

- Heavy equipment (over 10kg) should not be stored above head height on-site
- Step ladders should be used to access shelves out of easy reach (not chairs, desks etc)

Working with Computers

- RSI
 - staff are encouraged to read <http://www.hse.gov.uk/pubns/indg36.pdf>
 - Staff using laptops are entitled to separate keyboards that can be angled to prevent RSI
- Monitors should be able to be adjusted for viewing angle
- Glare: curtains or blinds should be available to reduce glare
- Eye tests: staff are entitled to one free eye test per year.
- Photo sensitive epilepsy: the staff member should make the SSO aware of this by filling in the appropriate appendix

Working with Hand Tools

- RCDs should be used to prevent electrocution when working with power tools

Fire and Explosion Prevention

- Safe use of petrol in garages – staff are encouraged to read <http://www.hse.gov.uk/PUBNS/indg331.pdf>

Handling Stress

- It is currently the responsibility of the SSO to monitor and respond to stress in the workplace, and this will remain so in the advent of employment of staff

Smoking

- The company has a non smoking policy.
- To comply with current legislation, a non smoking signs will be displayed in each place of work. The no-smoking sign will have to be at least A5 in size, display the international no smoking symbol (a burning cigarette in red circle at least 70 mm in diameter, with a red bar across it, on a white background) and carry the words "*No Smoking. It is against the law to smoke in these premises*".
- Where meetings are carried out with third parties at one of the sites, it is the responsibility of the SSO to enforce the non-smoking policy

Working Alone

It is the nature of the job that we spend the majority of time working alone

- The workplaces do not present a special risk to lone workers.
- The work carried out does not present a special risk to lone workers.
- There is a safe way in and out for one person.
- All equipment can safely be handled by one person.
- There is practically no risk of violence in the workplaces, nor any increased risk for women or young workers.
- All staff are assumed medically fit enough to carry out office work, (it is considered to be up to the individual to make this decision) .
- All staff are currently highly experienced in their roles and do not require additional training or supervision.
- Regular contact is maintained by email on an intra-day basis, including meeting arrangements.
- Contact details for all staff are maintained by the SSO.
- Staff will carry mobile phones when traveling, the contact numbers known to the SSO.

Travel

It is up to the individual to evaluate the risk involved in travel.

Staff should be aware

- Of the risks of DVT from prolonged seating on one position
- The danger of injury from lifting heavy cases into overhead compartments
- The dangers implicit in leaving home

Health and Safety for Directors

Currently, the directors work alone for the majority of time, so the following risks have been identified:

1. Travel
 - a. By car
 - i. Sensible precautions like not driving when tired or when on medication, and taking regular breaks when it is safe to do so will suffice.
 - b. By public transport
 - i. An assessment of the potential risks should be taken – checking the BBC news (and, increasingly, weather) web pages prior to a journey, and carrying a mobile phone will suffice.
2. Electrical hazard
 - a. from office equipment (computers)
3. RSI from the use of computer peripherals. Staff are encouraged to visit <http://www.hse.gov.uk/PUBNS/indg171.pdf>
4. Sudden onset of illness (heart attack, stroke. thrombosis etc)
5. Stress
6. Lack of exercise

On review, it is considered that work does not significantly increase the risks to the individual above that which they would face in day to day life; hence no particular policies are necessary above those detailed herein.

Health and Safety on Employment of Staff

Should staff be employed in the future, the following steps will be taken to ensure compliance with UK law

1. Employer's liability insurance will be carried, and a copy of the insurance certificate will be displayed in an area accessible to all staff.
2. The Health and Safety law poster will displayed in an area accessible to all staff, or the leaflet entitled : "Health And Safety Law : what you should know" will be included in staff handbooks.
3. The Safety Officer will be made known
4. A staff accident book will be available to all staff, accidents will be reported by the Safety Officer

Accident Procedure

Staff

All accidents should be reported by the Site Safety Officer.

Site Safety Officer

The Site Safety Officer should fill in the accident form in the appendix and FAX or post it to the Company Safety officer by the end of the next working day. They should also investigate how the accident occurred wherever possible implement procedures to prevent it's re-occurrence (See appendix D – local procedures)

Company Safety Officer

The Company Safety Officer should report all accidents using ICC form F2508 to:

Incident Contact Centre (ICC)
Caerphilly Business Park
Caerphilly CF83 3GG
Tel 0845 300 9923
Fax 0845 300 9924
www.riddor.gov.uk
email riddor@natbrit.com

Further Action

Currently

- Each site must have an SSO (Site Safety Officer), and they should be made aware of their responsibilities.
- A first aid kit should be available in each office.
- A non-smoking sign should be displayed in each office.
- A copy of the H&S policy should be present at each office.
- The relevant appendices should be filled in for each policy.
- An assessment of local risks should be carried out by each SSO.

On Employment of Staff

1. Carry Employers Liability Insurance.
2. Create a staff handbook, including:
3. Health And Safety Law : what you should know 25 ISBN 0 7176 1702 5
4. Name and contact details of the Staff Safety Officer
5. The Company H&S policy (this document)

Appendix A: Information in the event of an accident

Emergency Contact Details

Each member of staff or associate should complete this form and return a copy to their SSO:

Name	
Next of Kin name	
Contact Numbers	
Doctor's Name	
Contact Numbers	
Allergies (and procedure in the event of an attack)	
Illnesses/disease (e.g. heart trouble, diabetes, epilepsy, narcolepsy etc.)	
Medication (and location)	

Useful Information

Nearest A&E Centre	
Fire Exits (where not immediately obvious)	

When in doubt – phone 999. Calls are free from mobiles and you should be able to get through even if you have no credit.

Appendix B: Accident Reporting Form

If you are involved in an accident, you should report it to the Site Safety Officer, who should complete this form and send a copy to the Company Safety Officer.

Date and Time of Accident	
Site	
Site Safety Officer	
Contact Details	
Names of Staff and Associates Involved	
Description of Accident	
Location of Accident	
Action taken	
Action take to prevent recurrence (if applicable)	
Additional Notes	
Insurance Claim ref (if applicable)	

Appendix C: Agreement

Staff members and associates should complete this form and return a copy to their SSO

Site	
Name	
Contact Number	
My SSO is called	
Their contact number is	
I have read and understood the Company Health and Safety procedure, and agree to: <ul style="list-style-type: none">• Co-operate with the SSO and the CSO on health and safety matters• Not interfere with anything provided to safeguard my health and or safety• Take reasonable care of my health and safety• Report all health and safety concerns to the SSO	
Signed	
Date	

Appendix D: Site risks and procedures

The SSO is responsible for maintaining these procedures, and of making staff aware of local risks.

Risk Reference (Name)	
Description	
Staff affected	
Procedure to reduce risk	
Date actioned	
Date CSO informed	
Signed	

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