



Health & Safety Policy

What is its purpose?

This policy has been prepared and published under the requirements of Health & Safety at Work legislation. The purpose of the policy is to establish general standards for health and safety at work and to distribute responsibility for their achievement to all Squaricle Group employees through the normal line management processes.

Why is it important to us?

This policy demonstrates that Squaricle Group fully accepts the obligations placed upon it by the various Acts of Parliament covering Health and Safety.

Why is it important to our clients and learners?

Our clients and learners are assured that we comply with all our Health & Safety obligations and provide a safe working and learning environment.

Who within the Company does it apply to?

All employees of Squaricle Group including Associates. All contractors working with Squaricle Group or on Squaricle Group premises. All members of the public attending Squaricle Group premises or events.

When will it be effective from?

January 2020

What are our responsibilities and accountabilities?

Health and Safety Management Process

The Company believes that consideration of the health, safety and welfare of employees is an integral part of the management process. The provision of the Health and Safety at Work Act, associated Codes of Practice and E.C. Directives will be adopted as required standards within the Company. Responsibility for health and safety matters shall be explicitly stated in individual contracts of employment. The Company requires employees to approach health and safety in a systematic way, by identifying hazards and problems, planning improvements, taking executive action and monitoring results so that the majority of health and safety needs will be met from budgets as part of day-to-day management, although many health and safety problems can be rectified at little additional cost. If unpredictable health and safety issues arise during the year, the Managing Director must assess the degree of risk, in deciding the necessary resources and actions to commit to addressing these issues.

As our employees are predominantly remote working, our main health & safety procedures relate to work completed on location (i.e production) or employee individual home working..

We routinely consult with our employees on health & safety matters as they arise and formally when we review health & safety.



Identification of Health and Safety Hazards

Managers have a continual responsibility for the elimination of hazards in order to maintain a safe working environment and are expected to carry out regular risk assessments to:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record the findings and implement the precautions
- Review the assessment and update when necessary

Specifically:

- risk assessments will be conducted for all filming or work on location, each time a new location is used. The Project Lead is responsible for completing the risk assessment on the location prior to commencement of the work, following the steps above, and sending the completed risk assessment to the Group Planning Manager for secure storage.
- Risk assessments will also be completed as and when working practices or locations change.

Training

Health and Safety training is incorporated within annual training programmes as required. Health and Safety training needs will, therefore, be identified and planned for in the same manner as other training needs as part of the Squaricle Group People Strategy, however the following always apply:

- All employees whose role involves manual handling will complete Manual Handling Training.
- Production team members will undertake First Aid at Work training, this will be maintained as required via refresher training.
- Suitable arrangements are in place for all employees who work remotely to ensure their working environment is safe.
- All individuals who need to complete a risk assessment in the course of their work will be given appropriate guidance.

Records, Statistics and Monitoring

Systems are in place to record all reported incidents and accidents and actions arising, risk assessment completion, and employee training. These systems are monitored by the Director of Operations: Brands, People & Quality.

The Occupational Health Service

It is the policy of the Company to obtain independent Occupational Health advice when required. Such services can include counselling on health and associated matters, investigation of hazards and accidents, environment studies, health interviews and employment medicals.



Control of Substances Hazardous to Health

The Control of Substances Hazardous to Health Regulations (COSHH) require the Company to identify those substances which are in use and which are hazardous to health (as legally defined) and to assess the risk of those substances. The Company must also provide and use controls to prevent exposure to substances hazardous to health; maintain controls by monitoring exposure, or by health surveillance of employees; and provide information, instruction and training for employees on all these matters as required.

Computer Installations and Visual Display Units

All new computer installations must adhere to the British Standard Specifications and comply with the Health and Safety Display Screen Equipment (DSE) Regulations. All new employees operating DSE should review the HSE Working with Display Screen Equipment leaflet which is available on SharePoint.

Control of Working Time

The Company is committed to the principles of the Working Time Regulations. No employee is expected to work more than 48 hours per week (including overtime) unless there are exceptional circumstances. Similarly all other requirements of the regulations e.g. in relation to breaks, night workers etc. will be complied with.

Health and Safety and the Individual Employee

The Health and Safety at Work Act requires each employee 'to take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts and omissions' and co-operate with management to enable management to carry out their responsibilities under the Act. Employees have equal responsibility with the Company for Health and Safety at Work.

The refusal of any employee to meet their obligations will be regarded as a matter to be dealt with under the Disciplinary Procedure. In normal circumstances a conversation explaining responsibilities and impact with the employee should be sufficient. With a continuing problem, or where an employee leaves themselves or other employees open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure.

All employees should report any health & safety concerns to the Director of Operations: Brands, People & Quality.

Contractors and people working on Squaricle Group premises not employed by the Company

Squaricle Group wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of contractors and other persons working at our premises will be of the highest standard.



In addition, Contractors and their employees have an obligation so far as is reasonably practicable to ensure all equipment, materials and premises under their control are safe and without risks to health.

Contractors and all persons working in Squaricle Group premises who are employed by other companies are expected to follow the Squaricle Group Health and Safety Policy with regard to the safety of Squaricle Group employees, their own personal safety (and that of other parties such as the general public if appropriate) and their method of work. This responsibility will be included in contracts or working arrangements. In addition, a Squaricle Group manager will be identified in the contract as having authority to stop the work of Contractors who are placing themselves, employees or visitors at risk. Any employee who judges there is a risk where contractors are working should inform their Manager immediately.

In tendering, Contractors will be asked to confirm they have a written Health & Safety Policy. The Squaricle Group representative agreeing the Contract will be responsible for monitoring the Health and Safety performance of the Contractor and the Contractor's performance will be a factor in deciding whether to invite the Contractor to tender again.

Visitors and Members of the Public

Squaricle Group wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of visitors to our premises will be of the highest standard.

Any employee who notices persons acting in a way which would endanger other individuals, should normally inform their line manager. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. It is equally important not to over-react to a situation.

Outside authorities that are responsible or require the policy or that can support the policy

<https://www.hse.gov.uk/>

Related documents and procedures

HSE working with display screen equipment leaflet

Squaricle Group Homeworking Policy

Squaricle Group Homeworking Checklist

Governance



The Group Managing Director has overall responsibility for Health & Safety and the implementation of this policy. They are responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored.

Impact and effectiveness

The Director of Operations: Brands, People & Quality is accountable to the Group Managing Director for the implementation and monitoring of the policy and its cascade throughout the Company.

They can be contacted at roxy@squariclegroup.com