

Independent Safety Services Ltd

Health and Safety Policy

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V2	31/07/2023	Revised cover sheet, updated contacts and reviewed content for accuracy.	Anne Woolridge



Health and Safety Policy

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PART I: GENERAL POLICY STATEMENT

The Board of Independent Safety Services Limited (incorporating Peak HSE) regards health and safety as an integral part of its business activities and regards the promotion of health and safety measures as a mutual objective for all staff. It is a matter for ISSL to manage its activities so as to avoid causing unnecessary or unacceptable risk to the safety and health of employees and customers and of any members of the public who may be affected by its operations. This policy means that ISSL will conform to all appropriate legal requirements and will take any additional measures it considers necessary.

All activities will be controlled and managed to ensure, as far as is reasonably practicable, the health and safety of all employees, contractors and visitors. In particular, ISSL has a responsibility:

- (a) to provide and maintain safe and healthy working conditions and practices, and to comply with statutory requirements. This includes the provision and maintenance of equipment and safe systems of work
- (b) to provide such training and instruction as is necessary to enable employees to perform their work safely and efficiently and to understand their own statutory obligations.
- (c) to make available all necessary devices and protective equipment, to give the necessary training and instruction, and to supervise its use.
- (d) to maintain a constant continuing interest in health and safety matters applicable to all activities
- (e) to encourage all staff to set a high standard of safe behaviour and organisation of working time to comply with the statutory provisions.
- (f) to consult and involve all staff in health and safety matters and the operation of this policy.

Staff are under a legal obligation to co-operate by keeping the workplace safe for themselves and others, using control equipment provided, following THE COMPANY safety rules, by undertaking training in health and safety matters as required and reporting any hazardous conditions to the Managing Director.

ISSL:

- works on the principle that all injuries at work can be prevented and will actively promote high standards of safety consciousness, discipline and individual accountability.
- recognises the vital importance of ongoing commitment of all employees to the highest standards of health, safety and environmental performance.
- will aim to provide equipment, systems of work and substances, together with practical advice on application, which will not cause injury, damage to health or cause undue adverse environmental impact.
- will keep its employees and contractors appropriately informed of known potential hazards that might affect them.

I give my full backing to this policy and will support all those who endeavour to carry it out.

Signed:



A handwritten signature in black ink that reads 'Alan Johns'. The signature is written in a cursive style with a large initial 'A' and a long horizontal stroke.

Date: 31/07/2023
Alan Johns
Managing Director

PART II: ORGANISATION

Managing Director

The Managing Director has overall responsibility for health, safety and environmental performance of ISSL. The Managing Director will co-ordinate and authorise all matters and policies. The Managing Director will ensure that there are adequate resources to provide health and safety equipment, protective clothing, training and information, etc. for all employees, as necessary. The overall responsibility for ensuring that this policy is carried out is that of the Managing Director.

ISSL Managing Director is responsible for the following:

- (a) ensuring that all employees have received a copy of ISSL health and safety policy.
- (b) ensuring that necessary training is carried out in relation to safety procedures and equipment.
- (c) ensuring that all employees follow the established safety rules and procedures and use any protective devices, equipment or clothing supplied.
- (d) ensuring that appropriate protective equipment, devices and clothing are readily available, obtained, supplied, properly maintained and used.
- (e) maintaining an accident report book and ensuring that all accidents occurring on the premises are reported and entered into the book.
- (f) investigating any accident that occurs.
- (g) ensuring that all contractors liaise and co-operate in all health and safety matters.
- (h) consulting with staff whenever necessary to take positive steps to involve them in their health and safety at work.
- (i) ensuring that the health and safety procedures set out in the "Arrangements Section" are implemented.
- (j) updating health and safety arrangements, as necessary.

The Managing Director will ensure that a thorough safety inspection of the premises is carried out at intervals not exceeding 12 months.

General Responsibilities of all Staff

So far as is reasonably practicable, all staff will ensure everything is done to prevent accidents, dangerous occurrences and personal injury and maintain a safe and healthy place to work.

This will include making sure:

- safe systems of work are followed at all times
- they are familiar with, understand and comply with the policy
- health and safety rules regarding dress, behaviour, smoking, etc., are obeyed at all times

Staff should report on any matters concerning health and safety to the Managing Director.

Employees

The Health and Safety at Work, etc. Act 1974 places a statutory (legal) duty on all employees to do everything possible to prevent accidents and personal injury to themselves, fellow workers, contractors and/or members of the public etc. This requires employees to take "reasonable care" at all times whilst at work and to co-operate in, and promote, all health and safety programmes.

Employees should note that breaches of the provisions of this Policy will lead to disciplinary action in accordance with the Disciplinary Procedure.

Employees are reminded that they may be held personally liable under the law for breaches of statutory requirements.

PART III: ARRANGEMENTS

1. Risk Assessment

It is the responsibility of the Managing Director to ensure that a suitable and sufficient risk assessment of all work areas, processes and equipment is conducted to establish:

- (a) the risk to the health and safety of employees to which they are exposed whilst they are at work; and
- (b) the risk to the health and safety of persons not in ISSL employment, arising out of, or in connection with, ISSL activities.

2. Safety and Monitoring

The Managing Director will ensure that a general inspection of the premises is carried out, at intervals of not less than 12 months.

3. Accident Reporting and Investigating

Any accident will be investigated, whether personal injury is sustained or not, to ascertain the causes and to allow preventative action to be taken. The reporting of injuries, diseases and dangerous occurrences to the Local Authority as required by the

RIDDOR Regulations will be performed by the Managing Director or his/her nominee. An internal accident report form is presented as Appendix V.

All staff are instructed that, in the interest of their own and other people's health and safety, they should report all accidents and hazardous situations to the Nominated Representative.

4. Contractors

Any contractors must carry out their work in accordance with all appropriate health, safety and environmental legislation. The system of work will be agreed with the Managing Director where appropriate (see also separate rules for contractors: Appendix IV).

The Managing Director will check for any problems that may affect either the employees of ISSL or the employees of the contractors.

5. Visitors

All visitors and contractors are required to report to reception where appropriate.

All staff entertaining visitors at the time of an emergency should account for those visitors to the Nominated Representative.

6. New Materials and Equipment

ISSL will ensure, so far as is reasonably practicable, that all new materials or equipment are safe and without risk to health before they are taken into use. An assessment of risk will be made in all such cases.

7. Lone Working/Out of Hours

(a) Work of a Hazardous Nature

No work of a hazardous nature e.g. working at heights is to be carried out by any member of staff working in the building on their own. Where it is necessary to carry out such work, another person **MUST** be present, who can take the necessary action should an emergency arise.

(b) Work of a Non-hazardous Nature

If it is essential for such work to be carried out at weekends or late in the evening then a "contact procedure" must be established. The person working should ensure that some other responsible person knows that they are in the building and for approximately how long i.e. they should inform their spouse or another member of staff when they start work and when they finish.

(c) Switching off

It is the responsibility of each individual member of staff to ensure that all appropriate equipment used out of hours is properly switched off prior to leaving the premises.

8. First Aid

First Aid Equipment is maintained by ISSL.

9. Fire

See Appendix I.

10. Hazardous Substances

The Nominated Representative will collect health and safety data sheets for all substances used on the premises. Assessment of all hazardous substances will be conducted by the Nominated Representative with support from the Managing Director.

Where necessary, measures will be taken to eliminate or control any risk to health and safety. Suitable training will be given to ensure all persons at risk are informed of the risks and what measures need to be taken to control the risks.

11. Electrical Safety

All electrical equipment will be properly inspected and maintained. Portable electrical appliances will be tested at intervals laid down by the Nominated Representative, by a competent person in accordance with HSE Guidance and details entered into a register.

Staff are required to report any defects immediately, including damaged equipment, leads and plugs. All trailing wires and extension leads should be covered wherever practicable.

12. Housekeeping and Hygiene

High standards of housekeeping will be maintained throughout the offices. All employees are responsible for ensuring that their working areas are kept tidy and that plates, etc are returned promptly to the kitchen.

Items such as briefcases, equipment and parcels, etc. should not be left where they could be tripped over.

13. Welfare

ISSL will provide and maintain adequate cloakrooms, washing facilities, toilets and first aid facilities (see first aid above).

14. Manual Handling

Where reasonably practicable, such operations will be avoided/eliminated. ISSL will endeavour to minimise risks of injury where it is possible to avoid manual handling.

15. Visual Display Units

See Appendix III.

17. Sharps

Any broken items of glass or china or discarded blades must be removed from use immediately. All broken items resulting in sharp fragments which may cause injury must be placed in a strong cardboard box and securely sealed before disposal. A suitable

method of cleaning up "sharps" should be used eg. by vacuum cleaner, pan and brush, or by hand, using suitable gloves. Kitchen knives should only be used with care and attention and should be properly stored.

18. Maintenance and Testing

All necessary plant and equipment will be provided and maintained by ISSL.

Employees must not use equipment which is defective. All defects observed in plant and equipment must be notified to the Nominated Representative as soon as they are discovered.

19. Slips, Trips and Falls

The risk of slips, trips and falls will be minimised by good housekeeping and cleaning up all spillages immediately. If floors are wet for any reason, corrective action should be taken and/or appropriate warning signs displayed. Any uneven or broken floors should be reported. Electrical cables should not trail across walkways, corridors or escape routes without ensuring they are securely protected. When carrying electrical equipment, the plug should be carried as well as the appliance.

20. Smoking

There is a non-smoking policy throughout the building.

21. Storage

Suitable shelving will be provided for storage. Staff will be required to use the correct method of stacking. All storage areas must be kept tidy and clear. Gangways should be left to enable free access and egress from the area.

22. Training

All staff, including temporary, casual and/or contractors will be given a short induction package on first commencing work. This will include information on general health and safety, fire, first aid, and accident procedures. Induction training will be supported by on the job supervision and/or training as necessary. Refresher sessions will be arranged regularly. Records of all staff training appropriate to the correct implementation of the policy will be kept by the PA/ Office Manager.

23. Lighting

ISSL will ensure that there is adequate lighting for all persons to carry out their work and to move about safely. Delicate, precision tasks or tasks involving dangerous equipment may require more light. If lighting is inadequate, the Managing Director should be informed.

24. Boiling Water/Kitchen Equipment

Under normal circumstances the boiling of water may only be undertaken in the drinks area.

25. Environmental Policy

Refer to Appendix VI.

26. Company Vehicles/Private Cars used on company business.

It is the responsibility of the main users of these vehicles to carry out routine checks as recommended by manufacturers. They are also responsible for ensuring regular servicing. Private cars used for company business should have suitable motor insurance and, where necessary a current MOT. Suitable breaks should be taken on long drives to enhance safety.

27. Temperature

An adequate temperature will be maintained in all work areas. After the first hour a minimum temperature of 16oC will be maintained. In the event of this not being the case staff in the building should be notified.

The only heaters permitted in the building are heaters provided and maintained by ISSL. Any auxiliary heating provided should be used in a safe manner with regard to fire, tripping and electrical hazards.

28. Decoration

Walls and ceilings will be decorated as often as necessary. Any defects in decoration should be reported to the Managing Director.

29. Occupational Health

Anyone feeling unwell at work must report immediately to another member of staff. A member of staff taking prescribed medication, which may create problems of unsafe working e.g. through causing drowsiness/affecting balance, should advise the Managing Director.

30. Home Working

When not on client sites, ISSL consultants can work from home to save travel to the office.

ISSL is committed to ensuring the health, safety and welfare of its homeworkers and those affected by homeworking as far as is reasonably practicable. A homeworker is any employee who works at home or in other premises of their choice on behalf of the organisation. Refer to Appendix VIII for the policy.

31. Personal Protective Equipment

Appropriate personal protective equipment will be provided for all members of staff free of charge. Staff who regularly visit premises/sites may need special protective equipment and this also will be provided by ISSL. Advice on necessary protective equipment is available from the Managing Director.

32. Advice on Health, Safety and Environmental Matters

Advice on all health, safety and environmental issues is available from the Managing Director.

33. Stress

Stress is the result of us not being able to cope with the pressures and demands placed on us, not just at work but in all aspects of life. This needs to be managed by us and as far as work is concerned, by the organisation also delivers NEBOSH Working With Wellbeing which staff are welcome to attend.

Concerning work, we can expect workload and pace of work to be stretching but reasonable. ISSL recognises the relevance of appropriate training, clear work objectives, good communication and realistic work schedules as being amongst the important factors in the management of stress with employees.

Individuals are advised to do the following:

- Develop a personal stress management programme in time away from work through exercise and relaxation.
- Recognise major stress factors in personal life e.g., bereavement, moving house, changing job, problems with personal relationships. Seek help if you feel under pressure.
- Discuss workload with your manager at times of high personal pressure.

Seek help. A confidential stress counselling service is available on request for those who feel they are having difficulty in managing their personal stress situation. Alternatively contact your own GP.

APPENDIX I

FIRE SAFETY

Fire Extinguishers

All employees should familiarise themselves with the location of extinguishers.

Fire fighting equipment will be examined and maintained annually by a suitable fire equipment maintenance company appointed by ISSL. Appropriate training will be given to appointed personnel.

If an extinguisher is used, this should be reported to the office manager immediately.

Alarm Systems

Fire alarm equipment will be examined and maintained, at regular intervals by suitable fire equipment maintenance company appointed by ISSL.

Evacuation Procedures

Directions are posted at appropriate positions.

FIRE EVACUATION PROCEDURE

- (a) In the event of fire, the alarm should be raised by activating the nearest and/or safest fire alarm. The fire alarms are activated by striking the red "break" glass boxes.
- (b) On hearing the fire alarm **LEAVE THE PREMISES IMMEDIATELY BY THE NEAREST SAFE ESCAPE ROUTE**. If possible or appropriate, switch off all electrical equipment. Do not stop to collect personal belongings, do not run.
- (c) All staff, contractors and visitors should assemble at the Assembly Point.
- (d) It is the responsibility of the individual staff member to ensure that his/her visitors leave the building and are accounted for in a roll call in the event of a fire.

APPENDIX II

GENERAL EMERGENCY PROCEDURE

Any member of staff identifying an "emergency" eg. Bomb, warning of gas leak, should activate the fire alarm to evacuate the building and notify the office manager. The procedure for evacuation is identical to the general fire evacuation procedure described in Appendix I. The office manager is responsible for contacting the appropriate Emergency Services.

Suspect Packages

- (a) If a "suspect package" is observed, do not touch or otherwise attempt to move it.
- (b) Follow the fire evacuation procedure by striking a red "break" glass box and leave the premises immediately.
- (c) Inform the Managing Director of the incident immediately after arriving at the assembly point.

Telephone Calls

- (a) If you receive a bomb threat telephone call, obtain as much information as you possibly can, including: -
 - where exactly the bomb is located
 - when the bomb is likely to go off
- (b) Record the exact wording of the call if possible and try to record a description of the caller ie. male, female, distinctive accent, etc.
- (c) Follow the fire evacuation procedure by striking a red "break" glass box and leave premises immediately.
- (d) Inform the Nominated Representative of the incident immediately after arriving at the assembly point.

APPENDIX III

POLICY STATEMENT ON THE USE OF DISPLAY SCREEN EQUIPMENT

The Health and Safety (Display Screen Equipment) Regulations 1992 apply to all employees who "habitually" use display screen equipment (DSE) as part of their normal work. "Habitual" use is considered by ISSL to be more than two hours per day or ten hours per week.

1. Information and Training

ISSL will provide information and training to ensure, as far as is reasonably practicable, the health and safety of employees using DSE.

The Nominated Representative, who is responsible for users of display screen equipment, will also be given appropriate training.

2. Eye Tests

New employees - The standard medical eye examination given to new employees prior to starting employment incorporates an eye test as set out in the DSE Regulations. Where the results of the test indicate that glasses are required for work with display screen equipment, and that the users own eye wear (if any) does not compensate for the eyesight problem, ISSL will arrange for the supply of glasses in accordance with the rules stated below.

In Post "Habitual users" - In Post habitual users of DSE will be invited to undertake an eye/eyesight test at intervals of about two years, or sooner if ISSL decides there is a need for a test. All tests must be arranged through ISSL. These tests are for regular DSE users and are usually limited to an assessment of the visual capability needed to see the screen clearly. They are not a substitute for regular and more comprehensive tests. Those employees who normally wear spectacles or have visual problems not related to DSE work must still take responsibility for their visual health.

Job Changes - Where any employee is moved from irregular DSE work to a job involving the habitual use of DSE they will be entitled to an eye/eyesight test. This entitlement also applies where DSE use has become a significant part of the work of an employee not previously considered as a "habitual user".

Visual Discomfort - Where an employee experiences visual difficulties and suspects that these may be related to work with DSE the employee must inform the Nominated Representative.

Cost of Testing - The basic cost of DSE eye/eyesight testing will be met by ISSL, provided that the testing is arranged by ISSL. Where an employee obtains a test independently and without knowledge of ISSL, even if the test is specifically related to DSE use, ISSL shall not be responsible for the costs incurred.

3. Supply of Glasses or Contact Lenses

Where it is found that glasses or contact lenses are necessary for the use of DSE, ISSL will contribute such a sum as it deems necessary toward the purchase. This will enable

the employee to obtain a basic pair of glasses with lightweight prescription lenses from SSL's designated ophthalmic optician. An extra cost for more expensive frames or contact lenses must be paid by the employee. Employees who already require glasses for general use and which allow the DSE to be seen clearly are not eligible for glasses.

Care and Replacement - The employee will be personally responsible for the safe keeping of glasses. These are supplied in accordance with a statutory requirement, in the interest of health and safety. It is an offence to interfere with, or misuse, anything provided in the interest of health and safety. Employees are expected to show the same degree of care for glasses as for any other item of ISSL property. Anybody failing to observe this requirement may be subject to disciplinary procedures. Should the glasses become accidentally damaged, ISSL will be responsible for repair or replacement.

Where there is a change in the employee's visual defects and this results in change to prescription requirement, ISSL will bear the minimum cost of replacement of the basic eye wear.

4. Work Breaks

There is no prescribed frequency or duration of breaks from display screen work. Employees will be given the discretion to decide the timing and extent of off-screen tasks. Employees who believe that their workload at a display screen does not permit adequate breaks should bring this to the attention of the Managing Director.

5. Radiation and Pregnancy

Scientific research has concluded that concerns about radiation are unjustified. No adverse health effects have been found to arise from the use of display screen equipment. Thus, there is no medical reason for a person who is pregnant, or is seeking to become pregnant, to avoid working with such equipment.

ISSL acknowledges where an employee has a genuine concern, this can of itself contribute to stress and possibly to ill-health. Any pregnant employee may therefore request a temporary transfer or a reduction in the volume of DSE work that they undertake. Such requests will receive full and proper consideration and will be granted where this can be achieved without undue disruption to ISSL operations.

6. Assessment of the Workstation

Users of DSE will be invited to complete a health and safety checklist to assist ISSL in providing a comfortable and safe working environment. Work-station assessments will be arranged as necessary by the Managing Director and suitable remedial action taken.



APPENDIX IV

RULES FOR CONTRACTORS

ISSL has a "duty of care" responsibility for all persons who have recourse to the premises, including contractors. Before starting any contractual work, the contractor must sign this statement of safe working practices, which sets out the limitations of contractors' activities under the contract.

The Managing Director will be responsible for any co-ordination with the contractors in relation to the work. The Managing Director should be satisfied that the contractors will work in a safe manner with regard to themselves and staff who could be affected. Arrangements must be made for monitoring the operation and where necessary, remedial action taken to correct any faults in the systems of work.

Contractors will be expected to familiarise themselves with the relevant parts of ISSL Health and Safety policy statement and to use all safety equipment provided for them and/or to ensure that their own equipment is suitable for its purpose.

CONDITIONS FOR CONTRACTORS

It is the policy of ISSL Managing Director to protect the health and safety of his employees and all those who have recourse to the premises.

In order to protect you, our employees and other visitors, etc., during the term of your contract, the following conditions must be observed at all times:

- (i) you must supply ISSL with a copy of your Health and Safety policy where appropriate. For high risk activities i.e., demolition/construction work, a method statement may be required.
- (ii) you must refer to ISSL Health and Safety policy statement attached for accepted procedures on the premises.
- (iii) you must nominate a person to act on your behalf in all matters relating to health and safety and to co-ordinate with the Managing Director
- (iv) sub-contractors will not be used without the prior consent of the Managing Director. They in turn will be expected to comply with this policy.
- (v) it is your responsibility to provide any personal protective equipment required
- (vi) you must comply with all legal requirements whilst on the premises
- (vii) Having read this information sheet you are required to sign below confirming that you agree to abide by the conditions as outlined.
- (viii) I have read and agree to abide by THE Company Rules and Conditions.

Please sign overleaf

Signed on behalf of Contractor



Signed: Date:
Status:
Company:

Signed on behalf of ISSL

Signed:
Status:
Date:



ACCIDENT REPORT

Independent Safety Solutions Ltd (Incorporating Peak HSE) ACCIDENT REPORT

Notification of Injury Sustained by Employee Whilst at Work or by Visitor to Company Premises

This form is to be completed by the Managing Director.

FULL NAME (Block Capitals)

POSITION

DATE OF BIRTH MALE/FEMALE

FAMILY/EMPLOYER INFORMED

If not in our employment, state category, ie. private visitor or business visitor and name of

Employing Company.

Day, Date and Time of Accident

Day, Date and Time Ceased Work

Day, Date and Time Resumed Work after accident and treatment*

Actual Place of Accident Was Accident at Employee's normal Place of Work?

Causes of Accident (Basic and Immediate Causes)

Full details of injuries sustained, and if slight, severe or fatal

Inability to answer this question because the employee is still absent from work should not delay completion of this form.

Details of all witnesses. Attach copies of statement(s) to this report.

Full description as to how the accident happened including drawings. (Attach further details if necessary).

Comments by Managing Director

Action

Action Required By Whom Date for completion

Is injured person at home or in hospital? State name and address of hospital.



I declare the foregoing particulars to be true to the best of my knowledge.

Signed: Date:

.....

Managing Director

Report Circulation



ENVIRONMENT POLICY STATEMENT

ISSL is committed to ensuring that all activities and services will aim to prevent and minimise direct and indirect impact on the environment. This will include promoting environmental issues and understanding to all interested parties with the aim of developing and improving environmental awareness and performance.

ISSL has achieved ISO14001:2015 and works within the standards set. ISSL has an environmental policy and a purchasing policy stored in Dropbox/ISSL/ISSL Admin/Policies.



WORKING TIME

ISSL is committed to compliance with the Working Time Regulations 1998 and in particular will: -

- (a) ensure that no employee or worker exceeds the 48-hour maximum as defined in Regulation 4(1) as calculated over a 17-week reference period except where an appropriate individual agreement (opt-out) is in force,
- (b) maintain a record of employees who have signed an opt-out,
- (c) encourage all employees and other workers to make full use of daily rest periods and the weekly rest period and particularly those who are classified as a young worker,
- (d) encourage, so far as is practicable all employees and other workers to take the rest breaks to which they are entitled and in particular the lunchbreak which should, whenever practicable, be taken away from the individual's workstation,
- (e) encourage all employees to take their full annual leave entitlement, and to comply with defined arrangements to maintain services to members and other users of ISSL's services.

APPENDIX VIII

HOME WORKING

General Statement

ISSL is committed to ensuring the health, safety and welfare of its homeworkers and those affected by homeworking, as far as is reasonably practicable. A homeworker is any employee who works at home or in other premises of their choice on behalf of the organisation.

Homeworkers are subject to the same health and safety requirements as workers based on company premises and must be managed accordingly.

All homeworking activities will be considered and assessed for risk. Where there is little or no risk to the homeworker or others in the home environment no further action will be taken. If a risk assessment indicates the need for action, the organisation is committed to putting in place appropriate controls to reduce the risk as far as is reasonably practicable. Homeworkers are covered by existing health and safety law in the same way as any other worker within the organisation.

The implementation of this policy requires the total co-operation of all members of management and staff. There will be full consultation with employee representatives through existing channels of communication. The person responsible for implementing this policy is the Managing Director.

Arrangements for Securing the Health and Safety of Workers

The organisation will, in consultation with homeworkers and their representatives:

1. provide information, instruction, training and supervision
2. assess all significant risks, including display screen equipment if used
3. make adequate arrangements for putting in place control measures and for managing control measures
4. ensure that manual handling loads are appropriate and that appropriate lifting aids and/or training are provided where it is not possible to avoid the risk
5. supply all necessary equipment,
6. ensure that all equipment, is suitable for the job
7. ensure that all equipment, machinery and plant is safe, regularly maintained and appropriately guarded
8. arrange for the maintenance of all electrical equipment supplied for use in the employee's home
 - Note: The hard-wired electrical sockets and ring mains supplies are the employee's own responsibility, but the employer's representative will advise on cabling and socket usage in the risk assessment.
10. supply personal protective equipment if needed
11. provide, where practicable, scope for varying work patterns and to allow employee input into how the work is carried out, to ensure homeworkers take periodic breaks during the working day
12. ensure that homeworkers have the opportunity to be kept informed of what is going on within the company via normal routes of communication e.g., Teams, email and telephone

13. review risk assessments whenever there are significant changes and at least annually.

Duties of the Management

1. The organisation is responsible for the health, safety and welfare of homeworkers as far as is reasonably practicable.
2. Management is responsible for ensuring homeworkers receive the appropriate training and information.
3. Management is responsible for facilitating risk assessments and putting in place appropriate controls.
4. If management is unable to deal with problems uncovered in the risk assessment, then these should be referred to the Managing Director.
5. Management is accountable for implementing arrangements to ensure regular contact with the homeworker to monitor that standards of health and safety are being maintained.
6. Risk assessors are responsible for undertaking risk assessments of homeworkers on behalf of management.
7. Risk assessors should advise both the homeworker and management of risks and their appropriate controls.

Duties of Employees

1. Homeworkers are responsible for their own health, safety and welfare and that of others affected by their work whilst working at home.
2. Homeworkers are required to report any problems directly to management. This will include incidents and near misses
3. Homeworkers are required to follow all training and instruction received.
4. Homeworkers are required to use personal protective equipment when appropriate.
5. If the homeworker is unable to follow the work arrangements, training and instruction, the homeworker must cease work and report the problems to management immediately.

Information and Training

1. Suitable information and training will be provided to all homeworkers in the tasks that they are employed to do and the equipment they will be using.
2. Training needs will be identified and reviewed by a responsible person.
3. Homeworkers will be trained in emergency procedures in case of an accident in the home.
4. Refresher training will also be given at reasonable intervals.
5. Managers of homeworkers will be trained in how to deal with employees working off site, e.g., ensuring prearranged regular contact, how to recognise signs of stress in home workers, etc.