

Health and Safety Policy

General Statement of Policy of:

Manchester Business Consortium
Fourways House
57 Hilton Street
Manchester
M1 2EJ

Our policy is to provide and maintain healthy and safe working conditions, equipment and systems of work for all of our employees. Relevant information will be provided together with such training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of trainees, advisors and all other people who may be affected by our activities.

The allocation of duties for safety matters and the practical arrangements to will be followed to implement the policy are set out below.

Staff will be involved to help keep the policy up to date and the policy and arrangements will be reviewed each year.

For and on behalf of Manchester Business Consortium Ltd.

Signed

Date 8th May 2006



Ann Monaghan

Agency Director

CONTENTS

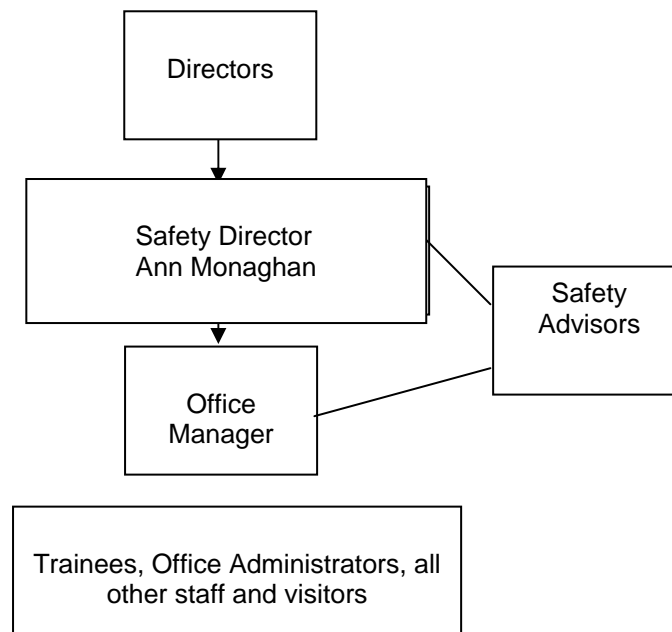
1. General Statement of Policy
2. Organisation and Responsibilities
3. Communication
4. Safety Inspections
5. Accidents
6. Fire Safety
7. Advice
8. Visitors
9. Risk Assessment
10. Control of Substances Hazardous to Health
11. Safety Rules
12. Portable Appliance testing
13. Work Equipment
14. Personal Protective Equipment
15. Monitoring

Organisation and Responsibilities

2.1 Organisational Structure

It is the policy of the firm that the ultimate responsibility for Health and Safety rests with the Directors and in practice, duties will be delegated to enable the policy to be controlled adequately.

2.2 Health and Safety Management Structure



Responsibilities

As Safety Director, Ann Monaghan has overall responsibility for Health & Safety in the firm. She will carry out safety inspections, investigate any accidents and monitor the condition of equipment between annual inspections.

Doreen Phelan, as Office Manager, has responsibility for application of the policy with regard to Trainees, staff and visitors.

The following senior members of staff are responsible for safety in designated areas:

Individual	Area
Ann Monaghan	Advisors

Company Health and Safety Advisor

A Health & Safety Advisor responsible for advice and monitoring of safety is to be appointed.

Responsibility for safety Training

The Directors and Office Manager are responsible for training members of staff both on induction and during an employee's time with the firm.

Training will include advice on the use of equipment and the use of any personal protective equipment appropriate to the task.

Induction

All new members of staff will be given Health & Safety training by the Office Manager.

2.3 All Employees

All employees have a responsibility to co-operate with senior staff and the Office Manager / Directors to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

Where any individual notices a Health & Safety problem they should try to solve the problem immediately if possible. If this is not possible they should immediately advise the person responsible for the area or another named person. If they do solve the problem they should advise the Office Manager.

3 Communication

The management of Manchester Business Consortium Limited will endeavour to communicate to employees their commitment to safety and to ensure that employees are familiar with the contents of the company Health and Safety policy.

Consultation will be facilitated by means of Safety Committee meetings every twelve months or as often as is deemed necessary. In view of the current numbers of staff the Safety Committee will include all staff, there will however be a need to cover telephones so not everyone will be able to attend.

The purpose of Safety Committee meetings is to provide a forum in which information may be conveyed and employees questions on Health and Safety issues answered. In addition, these meetings will provide an opportunity to assess the continuing effectiveness of the policy

4 Safety Inspections

It is the policy of Manchester Business Consortium Limited to comply with the current Workplace (Health, Safety & Welfare) Regulations.

Regular inspections of the firm will be conducted by Ann Monaghan. In addition, the Office Manager will conduct inspections in relevant areas, where there are significant changes in the nature and / or scale of operations.

It is the landlord's responsibility for safe working of fire alarms, fire doors and lifts. Ann Monaghan is responsible for ensuring these responsibilities are exercised.

Workplace inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revisions may be necessary.

5 Accidents

5.1 Accident Procedure

The Emergency Procedure for accidents is posted on the notice board.

In the event of an accident to a member of staff, Trainee, Advisor or visitor, either the Office Manager or a Director must be notified immediately. The Office Manager is responsible for reporting all cases of accident and disease to the Director responsible for Safety.

Where the accident involves a Trainee, Chamber Business Enterprises or appropriate organisation must be notified, this to be confirmed in writing.

A list of emergency telephone numbers of doctors and hospitals is available on the notice board.

5.2 Accident Investigation & Reporting

It is the policy of Manchester Business Consortium Limited to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR '95).

The firm sees accident investigation as a valuable tool in the prevention of future incidents. In the event of any accident resulting in an injury which is reportable under RIDDOR '95, a report will be drawn up by the Director responsible for Safety or their deputy detailing:

- The circumstances of the accident including photographs and diagrams wherever possible.
- The nature and severity of any injury sustained
- The identity of any eye witnesses
- The time, date and location of the accident
- The date of the report

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable.

Any person required to give an official statement has the right to have a lawyer present at the company's expense.

The completed report will then be submitted to and analysed by the Director responsible for Safety who will attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem. The findings will be communicated to staff and Advisors if appropriate.

All reports will be submitted to the firm's solicitors who will advise on liability, proceedings and quantum of damages. The firm or its solicitors will then submit the report to the company's insurance risk advisors for assessment.

A follow up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.

5.3 Qualified first aiders are:

June Lomax

The First Aid box is stored in the kitchen.

Accident records are compiled and stored by the Office Manager.

The Director responsible for Safety is responsible for reporting cases of accident and disease to the relevant enforcing authority under the RIDDOR '95 Regulations where applicable.

6 Fire Safety

6.1 Policy and Procedures

The fire safety policy and procedures take account of special fire hazards in specific areas of the workplace and where appropriate, have been compiled with the assistance of the local fire service.

The firm appoints appropriate experts for advice on compliance with fire safety and prevention practices and procedures, for inspecting and testing fire fighting prevention and protection equipment.

Ann Monaghan is responsible for the ensuring the maintenance and testing of fire alarms and fire fighting equipment is carried out regularly.

All staff within the firm have a duty to report immediately any fire, smoke or potential fire hazards to the fire service (dial 999).

All staff have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves taking care when smoking, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

The Director with responsibility for Safety is responsible for the provision and maintenance of fire prevention and detection equipment.

6.2 Fire Detection Equipment

Smoke detectors and manually operated fire alarms are located at strategic points throughout the firm. If a smoke detector sounds it is the responsibility of any employee present to activate the alarm and evacuate the building.

6.3 Fire Fighting Equipment

Fire extinguishers are located at strategic points throughout the workplace, the Office Manager is trained in their use.

Employees are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous, the employee should activate the alarm and ensure the evacuation procedure is activated immediately.

6.4 Fire Doors

Fire doors designed to slow the spread of fire and smoke throughout the workplace have been installed at strategic points. Fire doors are designed to close automatically after opening and must never be blocked, jammed or tied open.

6.5 Fire Exits

Fire exits and exit routes are clearly marked. Fire exits, exit doors and corridors must never be locked, blocked or used as storage space.

6.6 Smoking

Smoking by members of staff is only permitted in the specified areas.

6.7 Emergency Evacuation Procedure

All staff should follow the building's Fire procedure and assemble across Tariff Street.

7 Advice

Local Inspectors office address:

Key House, Manchester Telephone: 0161 9528200

Telephone numbers for Doctors and Hospitals are kept on the notice board.

8 Visitors

All visitors must sign in and out using the Visitors Book or Diary.

9 Risk Assessment

At least annually, Ann Monaghan will conduct a Risk Assessment using the "5 Step" documentation with Doreen Phelan.

The findings will be discussed at the Health & Safety Committee meeting and posted on the notice board.

The risk assessment will include the use of Display Screen Equipment; this is likely to be limited to PCs. Doreen Phelan is responsible for ensuring that appropriate breaks are taken and that workstation requirements are met.

10 Control of Hazardous Substances

It is the policy of Manchester Business Consortium Limited to comply with the law as set out in the current Control of Substances Hazardous to Health Regulations.

The COSHH assessment will be based on manufacturers' and suppliers' Health and Safety guidance notes and our own knowledge of the work process.

The firm will ensure that exposure of staff to hazardous substances is minimised and adequately controlled in all cases.

All staff who may come into contact with hazardous substances will receive comprehensive and adequate training and information on the Health and Safety issues relating to that type of work.

Assessments will be reviewed whenever there is a substantial modification to the work process or if there is any reason to suspect that the assessment may no longer be valid.

Assessment results will be recorded and discussed at the Health & Safety Committee with the results posted on the notice board.

11 Safety Rules

11.1 General

- i. All employees should be aware of, respect and adhere to the rules and procedures contained in this policy statement.
- ii. All employees must immediately report any unsafe practices or working conditions to the Office Manager
- iii. Employees under the influence of alcohol or intoxicating drugs which impair skills or judgement will not be allowed to work, and will be subject to disciplinary proceedings.
- iv. Any person whose levels of alertness and / or ability are reduced due to illness or fatigue will not be allowed on the job if this might jeopardise the Health and Safety of that person or any other person.
- v. Employees must not adjust, move or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless instructed to do so by a senior member of staff.
- vi. All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other staff.
- vii. No member of staff should undertake a job that appears to be unsafe.
- viii. No member of staff should undertake a job until they have received adequate safety instruction and is authorised to carry out the task.
- ix. All injuries must be reported to the Director with responsibility for Safety or a delegated representative.
- x. Employees must use all equipment in the correct manner.
- xi. Employees must immediately report any defective equipment to the Office Manager
- xii. No employees should use chemicals without the knowledge required to work safely with those chemicals.
- xiii. Personal protective equipment must be worn wherever appropriate.
- xiv. All employees are required to attend safety meetings when asked to do so.

Working Environment

- i. Work sites must be kept clean and tidy.
- ii. Any spillage must be cleaned up immediately.
- iii. Waste materials and rubbish must be removed routinely.
- iv. All combustible waste materials must be discarded in a safe manner.
- v. Trailing cables are a trip hazard and should not be left in any passageway.
- vi. Any change in the floor elevation of any walkway or passageway must be clearly marked.
- vii. Where objects are stored in or around a passageway, care must be taken to ensure that no sharp edges jut out into the passageway in such a way as to constitute a safety hazard.

Maintenance of Equipment

- i. Equipment is only to be used by qualified and authorised personnel. It is the responsibility of the Office Manager to determine who is authorised to use specific equipment.
- ii. It is the responsibility of all employees to ensure that any equipment they use is in a good and safe condition. Any equipment which is in any way defective must be repaired or replaced.
- iii. All equipment must be properly and safely stored when not in use.
- iv. No equipment should be used without the manufacturer's recommended shields, guards or attachments.
- v. Employees are prohibited from using any equipment for anything other than its intended purpose.

Personal Protective Equipment

- i. Employees must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use.

12 Portable Appliance Testing

All portable appliances are tested each year and a list maintained to record test status.

13 Work Equipment

It is the policy of Manchester Business Consortium Limited to comply with the law as set out in the current Provision and Use of Work Equipment Regulations.

The Management will endeavour to ensure that all equipment used in the workplace is safe and suitable for its intended purpose.

All work equipment will be maintained in good working order and checked by the Office Manager who will use the checklist to monitor the state of repair every four months.

All staff will be provided with adequate information and training, to enable them to use work equipment safely.

All work equipment will be clearly marked with Health and Safety warnings where appropriate.

14 Personal Protective Equipment

It is the policy of Manchester Business Consortium Limited to comply with the law as set out in the current Personal Protective Equipment at Work Regulations.

All staff who may be exposed to a risk to their Health and Safety while at work, will be provided with suitable, properly fitting and effective personal protective equipment.

All personal protective equipment provided by Manchester Business Consortium Limited will be properly assessed prior to its provision and maintained in good condition.

All staff provided with personal protective equipment by the firm will receive comprehensive training and information on the use and purpose of the equipment.

15 Monitoring

Annual

All equipment such as Portable Appliances etc. is checked by a competent person and a report made to Ann Monaghan.

A full Risk Assessment and COSHH assessment are carried out each year.

Periodic

Ann Monaghan and Doreen Phelan are responsible for checking items on the Risk Assessment every three months.

Whenever there are significant changes Doreen Phelan will consider impacts and report to Ann Monaghan who will agree actions to be taken.

The Office Manager is responsible for checking the state of equipment every four months.

Review

The findings of the above assessments are discussed at the Safety Committee.