

HEALTH AND SAFETY EMPLOYEE HANDBOOK

Sidekick Ltd

Prepared by the
Mentor
Health and Safety Service

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Introduction

This Employee Health and Safety Handbook is based on the policies included within our Health and Safety Management System.

The practical guidance contained within this handbook is intended for use by all those who are employed by the company.

Health and safety is at the core of everything we do and we will seek to conduct our business in such a way as to avoid harm to our employees and all others who may be affected directly or indirectly by our activities.

This handbook supplements our Health and Safety Management System, outlining the responsibilities and arrangements for ensuring your health and safety at work.

The aim is to help you work safely and avoid accidents by providing a framework within which a safe method of work can be established. It is therefore important that you read the advice given here before you start work for the company.

Accident prevention is mainly common sense, tidiness and forethought, but safety does require constant vigilance and care. Remember that a little planning and thought can save a great deal of trouble and regret. Always seek expert advice when in doubt.

You are required to sign and return the declaration issued with this handbook stating that you have read, understood and agree to comply with the handbook and are satisfied as to your responsibilities with respect to health and safety.

This handbook will be reviewed periodically and supplementary information distributed to all employees. Suggestions for inclusion, corrections and revisions for future editions of this handbook should be sent to your line manager.

Health and Safety Policy Statement

Sidekick Ltd aims to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees while they are at work and of others who may be affected by our undertakings. This general policy statement provides a commitment and intent to comply with the Health and Safety at Work etc. Act 1974.

To ensure the principles of health and safety are clearly understood throughout, we will be committed to:

- complying with relevant health and safety laws and regulations, voluntary programmes, collective agreements on health and safety and other requirements to which the organisation subscribes;
- setting and monitoring of health and safety objectives for the organisation;
- effective communication of and consultation on health and safety matters throughout the organisation;
- assessing the risks to the safety, health and wellbeing of our employees and others who may be affected by our activities and implementing controls to minimise those risks;
- ensure the health and wellbeing of our employees
- preventing work-related injuries, ill health, disease and incidents;
- providing and maintaining safe plant and equipment and implementing safe systems of work;
- the safe use, handling, storage and transport of articles and substances;
- providing and maintaining a safe working environment with safe access, egress and welfare facilities;
- providing the necessary training to our employees and others, including temporary employees to ensure their competence with respect to health and safety;
- providing suitable and sufficient information, instruction and supervision for employees;
- continually improving the performance of our health and safety management;
- devoting the necessary resources in the form of finance, equipment, personnel and time to ensure the health and safety of our employees and seeking expert help where the necessary skills are not available within the organisation;
- an annual review and when necessary the revision of this health and safety policy;
- making this policy available to relevant interested external parties, as appropriate

Please note that a signed copy of the Health and Safety Policy Statement, which demonstrates our commitment to health and safety, is available at our main business address or on request.

Organisation and Responsibilities

General Responsibilities

It is important that health and safety standards are maintained and improved. Where necessary specific roles have been allocated additional responsibility for health and safety. Where this responsibility is specific to a subject area, the details of the responsible person are communicated to employees in writing or verbally as required.

The following individual post(s) have overall health and safety responsibilities within the terms of our policy:

- Angela Vohmann, Founder & COO

The above is responsible for ensuring strategic health and safety planning is in place and that periodic review of health and safety performance is undertaken.

Day to day responsibility for ensuring the policy is put into practice and consultation with employees is delegated to:

- Department Managers

Responsible Persons

It is important that health and safety standards are maintained and improved. Where necessary specific roles have been allocated additional responsibility for health and safety. Where this responsibility is specific to a subject area, the details of the responsible person are communicated to employees in writing or verbally as required.

These Responsible Persons will also be required to monitor their areas of control as well as the performance and activities of all persons under their control to ensure that acceptable standards are maintained. They will ensure:

- The objectives and guidance outlined within our health and safety management system is fully understood and observed by persons under their control;
- Responsibilities for health and safety are clearly defined and allocated and delegated to the appropriate levels within their areas of responsibility;
- The health and safety policy statement will be brought to the attention of all individuals under their control, making them aware of all hazards and the means of controlling those hazards;
- Any changes to the health and safety policy or our arrangements are brought to the attention of all individuals affected;
- That no items of machinery, equipment or substances are used unless the hazards associated with them have been identified, risk assessed and effective controls put into place.

Management Structure

The Management Team are responsible for ensuring that the requirements of this policy and all other legislative requirements are managed under the normal method of delegated powers and by

establishing a system of appraisal of management performance against agreed health and safety performance indicators.

As an organisation, we will implement our Health and Safety Policy by:

- Ensuring adequate resources, both personnel and financial, are allocated to ensure implementation of the policy
- Planning, organising and implementing arrangements to eliminate or control significant risks and to comply with relevant statutory provisions;
- Determining and documenting procedures, operational instructions, guidelines and codes of practice to implement our Health and Safety Policy;
- Ensuring that their responsible managers and employees are capable, through recruitment, training or otherwise, to carry out their duties for health, safety and welfare;
- Setting health and safety performance standards to ensure effective management within their areas of control;
- Ensuring that hazards are identified, significant findings of assessments are recorded, groups exposed to risks are identified and the actions taken to protect the health and safety of these groups are recorded;
- Ensuring that all relevant individuals are familiar with, and comply with the requirements of the Health and Safety Policy, and that all new employees are inducted on the requirements of the Health and Safety Policy and any relevant instructions;
- Ensuring that contractors and sub-contractors have effective arrangements for health, safety and welfare;
- Establishing systems for monitoring all arrangements to ensure that they are working effectively;
- Reviewing information from monitoring systems to ensure continued and effective compliance with performance standards.

Employees and Relevant/Interested parties Shall:

- Take reasonable care of their own health and safety and that of others who may be affected by their actions;
- Co-operate with management to meet the employers' legal duties and work in accordance with procedures;
- Not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare and refrain from actions (or inactivity) which might endanger themselves, or others;
- Demonstrate their commitment to health and safety by their behaviour and co-operate in the investigation of accidents and incidents;
- Use all equipment safely, including that provided for their personal protection and report to management any defects in equipment or other dangers at once, or as soon as it is safe to do so;
- Comply with all safety instructions or procedures and not undertake any tasks that they are not trained and authorised for.

Document Control Record

Change undertaken	Issue	Date
"Mentor Services" replaced with "RBS Mentor"	2	05/11/12
Minor wording change under section Responsible Persons	3	28/10/13
Reviewed/Updated to reflect document structure. Changes to Policy statement for relevance to Health and Wellbeing	4	04/10/22