



Health and Safety Policy

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Introduction

This policy outlines the safe working and practices that must be adhered to of those who are employed both full and part time, or anyone who is contracted to carry out duties at any of the Groups sites.

This policy covers the safe working at any of the Groups sites including first aid, fire warden information.

It is the individual's responsibility to familiarise themselves with the surrounds of each site, emergency fire exits, assembly points and emergency plans for that site. Details of this can be found in the employee Health and Safety policy, found on the Groups intranet page, GoConnect. If any person is unsure of any aspect of fire, health and safety, at any of the Groups sites, they are encouraged to ask their manager or any health and safety trained staff member in the Facilities Department.

Health and Safety Policy Statement

GoCo Group Plc ('the Group' or 'GoCo') places great importance on, and is committed to the health, wellbeing and safety of all persons who could be affected by the company's activities.

The Group shall observe the health and safety at work act 1974 and all relevant regulations and codes of practice made under it. The Group shall consider any recommendations made by the health and safety executive on health and safety issues of relevance to the Group or other advice in relation to public health.

Any breach of the health and safety legislation by any person working on behalf of the Group is a criminal offence and action may be taken by an Enforcing Officer.

Our statement of general policy, where reasonably practicable, is:

- to provide adequate control of the health and safety risks arising from work activities
- to consult with our employees on matters affecting their health and safety
- to provide and maintain safe working environments and equipment
- to ensure safe control, handling and use of substances hazardous to health
- to provide information, instruction and supervision for employees
- to provide all employees with adequate training to safely carry out their duties
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Signed:

Date:

Group Head of Facilities (GoCo Group)

Review Date: 8th July 2021

Responsibilities

1. Day-to-day responsibility for ensuring this policy is put into practice is delegated to Group Head of Facilities (the Health and Safety Representative).
2. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas: -
 - a. Group Head of Facilities in all matters relating to, and the implementation of health and safety practices
 - b. Group Head of Facilities or Assistant in all matters relating to first aid
 - c. Group Head of Facilities or Assistant in all matters relating to reporting health and Safety concerns or hazards

Responsibilities of Managers

Managers are responsible for:

- Familiarising themselves with the Group's safety policy and report any injuries or fatalities to Group Head of Facilities
- Identifying all risks to health and safety within their department, and employing actions to eliminate or control those risks in conjunction with the health and safety representative
- Ensuring that all employees in their department know the name and location of their department nominated fire warden
- Ensuring that all employees in their department know the location of first aid facilities
- Report and investigate all accidents promptly to discover their cause and take immediate action to eliminate a recurrence in co-operation with the Group Head of Facilities
- Ensuring that any safety equipment and safety devices which have been provided by the company are always used for the related task

Responsibilities of Employees

All employees have the responsibility to observe all health and safety rules and to co-operate with the manager responsible for the implementation of the Groups Health and Safety Policy in order to achieve a healthy and safe workplace, furthermore, to take reasonable care of themselves and others.

Employees are expected to:

- Comply with any safety instructions and directions issued by the Group.
- Take reasonable care of their own and other people's health and safety.
- Co-operate with the Group to ensure that the aims of the Health and Safety Policy are achieved and demonstrate compliance of any statutory provisions imposed onto the Group.
- Report and co-operate in the investigation of any accidents or incidents that have led to or may lead to injury.
- Use equipment and, if applicable, wear protective clothing provided, in accordance with the training provided in line with their role.
- Report any potential risks, hazards or malfunction of equipment to the responsible person.

Any failure by employees to comply with any aspect of the Group's Health and Safety policy or procedures is likely to be regarded by the Group as Gross Misconduct.

Health and Safety Risk Assessments

- Fire and general risk assessments shall be undertaken by the Health and Safety Representative or appointed qualified person
- The findings of the risk assessments shall be reported to the Group Head of Facilities
- Action required to remove/control risks shall be approved by the Group Head of Facilities
- The Health and Safety Representative shall be responsible for ensuring the action required is implemented
- Assessments shall be reviewed annually, or when the work activity changes, whichever is soonest.

Fire, Wellbeing and Safety

As of the 8th July 2020, wellbeing, fire and first aid compliance throughout each of the Group's site is maintained by the provision of, the following

- 14 fire marshals over 3 sites
- 10 first aid personnel over 3 sites
- 13 Mental health first aid personnel over 3 sites

Fire

Fire safety and alarm system compliance throughout each of the Groups sites is maintained by the responsible person for each site, ensuring records and maintenance is kept up to date, with any fire advisories or faults rectified immediately.

The Group ensures fire evacuation compliance by completing, without warning, at least 2 fire evacuation drills per annum, results are recorded and monitored for improvements and/or relevant remedial action.

All persons instructed to carry out duties at any of the Groups sites shall be provided with a fire, health, and safety induction with clear instructions on how to act in the event of an emergency evacuation, fire alarm activation, or discovering a fire.

Fire wardens at each site shall be responsible, if safe to do so, for the safe evacuation of the personnel within their allocated responsible area at the site within the Group they are permanently based at, including using the equipment tackle a fire, only if safe to do so.

Wellbeing

The Group shall aim to provide a diverse a range of health, fitness and wellbeing activities, including the availability of councillors, fitness programmes and mental health first aiders across all the Group's sites. The Group will work continuously to seek improvements and opportunities to provide further support where reasonably practicable.

The Group will provide flu jabs, eye and health care along with additional health benefit opportunities throughout.

Reporting and Health and Safety Provisions

First Aid and emergency provisions

The Group ensures equal first aid provisions are available at all sites, including access to an automatic external defibrillator and first aid equipment at each site. All persons expected to carry out duties at any one of the Groups sites will be provided with the relevant first aid and emergency contact information. Adequate training of first aid personnel will be provided, including defibrillator and mental health first aid training, with additional support as required.

Work-Related Incidents and Accidents

The Facilities department is responsible for ensuring that all workplace accidents and incidents are recorded in the Groups individual site accident book. Depending on the nature of the accident or incident, an appropriate investigation will take place to ascertain the cause and identify any measures that should be taken to prevent recurrence, and/or the requirement for RIDDOR.

Reporting

All health and safety hazards shall be reported to the facilities department for investigation and remedial action logged immediately. All personnel shall be provided with the relevant communication tools to report incidents and hazards to the responsible department.

All hazards shall be immediately investigated and made safe on receipt of the incident being reported with relevant remedial action being performed without delay.

Training and Personal Safety

All personnel required to work at any site within the Group shall be provided with the relevant training courses, including display screen equipment (DSE), fire awareness training, stress and, where applicable, manual handling training.

All personnel shall be given the opportunity to complete an individual workstation and DSE assessment to record any concerns they have regarding their desk setup and/or health conditions that may be affected using DSE. Further personal consultation will be provided to any person who voices any health concerns related to any aspect of equipment or health and safety.

Bespoke health and safety training and assessments will be provided as required based on individual circumstances, including personal evacuation assessments and pregnancy related risk assessments.

Working Remotely

The Group understands there will sometimes be a requirement to work remotely, usually, but not limited to, an individual's home.

When a person is requested by the Group to work from home, the opportunity will be provided to complete a DSE assessment of the home setup, giving the opportunity to feedback any concerns they may have with their home set up. Additionally, the Group shall provide further information on DSE related illnesses and/or injuries and safety related content to allow the individual awareness of the relevant information, which shall be provided during DSE health and safety training, furthermore, working from home safety courses can be provided if required.

When requested by the Group to work remotely, if employed by the Group full or part time, the Group will provide opportunity to request, through the People Team, their Managers, or through the Groups Facilities Department any assistance on health and safety/DSE.