

HUGH SYMONS INFORMATION MANAGEMENT - MANAGEMENT OPERATING SYSTEMS	
MANUAL TITLE: HEALTH & SAFETY	PARENT REF :
PROCEDURE TITLE HEALTH & SAFETY POLICY STATEMENT	DOC REF : HSIM H&SP001
ISSUE 1	PAGE 1 of 17
ISSUED BY : PETER WILSON	APPROVED BY: WEBSITE ISSUE ; UNCONTROLLED DISTRIBUTION
	DATE: 19.02.04

HEALTH & SAFETY AT WORK ACT 1974

HUGH SYMONS INFORMATION MANAGEMENT POLICY STATEMENT

Overall Objectives

Hugh Symons Information Management views the health and safety of all its employees in the work place as a very important issue. It is the object of the Directors of the Company to protect the employees and others visiting the premises from risks to health and safety arising from work activities wherever practical.

To ensure that health and safety in the workplace is given the utmost consideration at all times, the Company has implemented certain policies and procedures. However, the objective of the company to prevent all accidents by taking reasonable precautions can only be achieved with the co-operation of every employee.

Specific Policies

- Information, training, and supervision for all employees is provided as necessary to ensure the health and safety of all employees. Details of job descriptions and the training necessary to undertake these jobs is given in the ISO 9001 system
- All employees have a responsibility for their own health and safety and that of others in the workplace. These responsibilities are supported by a management structure which is outlined in this Policy Statement in the section headed "Responsibilities" and in the Staff Handbook.
- Health & Safety Committees are in operation at all HSIM sites. Members of these committees will comprise of representatives from each work section and their names will be published on the notice boards.
- The Company will comply with all legislation regarding COSHH (Control of Substances Hazardous to Health)
- The Company will offer personal protective equipment (PPE) to staff where staff are at risk from hazards in the work place.
- The Company will comply with all legislation with regarding to Fire Certification and will conduct regular evacuation exercises. A copy of the Fire Action Policy Procedure (HSIMH&SP002) is appended to this document and is also displayed on the staff notice board.
- The Company will undertake a regular Risk Assessment program
- The Health & Safety Policy will be published on notice boards and brought to the attention of employees

HUGH SYMONS INFORMATION MANAGEMENT - MANAGEMENT OPERATING SYSTEMS	
MANUAL TITLE: HEALTH & SAFETY	PARENT REF :
PROCEDURE TITLE HEALTH & SAFETY POLICY STATEMENT	DOC REF : HSIM H&SP001
ISSUE 1	PAGE 2 of 17
ISSUED BY : PETER WILSON	APPROVED BY: WEBSITE ISSUE ; UNCONTROLLED DISTRIBUTION
	DATE: 19.02.04

RESPONSIBILITIES

Board Responsibilities

The Managing Director of Hugh Symons Information Management has overall responsibility and legal liability for the health and safety of the employees of the Company.

Responsibilities of the Health & Safety Manager

The Health & Safety Manager will report to the Managing Director and has responsibility for the day to day implementation of Health & Safety policies.

The Health & Safety Manager will be responsible for:

The organisation and chairing of regular Health & Safety Committee meetings with appointed committee members from the various departments of the Company.

Conducting regular audits on Health & Safety issues and the maintenance of all the necessary documentation. These include Risk Assessment, COSHH audits, First Aid Box audit.

Ensuring fire regulations are implemented and that evacuation procedures are in place and practised on a regular basis. All evacuation practices will be documented.

All equipment used for the maintenance of the Health & Safety policy is regularly checked and is in correct working order.

Ensure that all Section Managers are familiar with the Company's Health & Safety Policy

A Fire Officer is appointed and the appropriate training provided.

Management Responsibilities

Section Managers will have a responsibility to

Ensure that the work area for which they are responsible is kept free from risk to employees and others visiting the premises. Specific responsibilities will be discussed with each section head and will form part of their job description.

Familiarise themselves with the Company Health & Safety Policy and ensure that all the provisions under the policy are carried out effectively.

Clearly define the responsibilities within their own work section.

To achieve an effective two way communication with their staff regarding the Health & Safety policy and rules, and from their staff regarding complaints and suggestions for improvements.

Ensure that all staff receives appropriate training and instruction in safe methods of working and accident prevention.

Ensure that safety equipment is readily available and used.

HUGH SYMONS INFORMATION MANAGEMENT - MANAGEMENT OPERATING SYSTEMS	
MANUAL TITLE: HEALTH & SAFETY	PARENT REF :
PROCEDURE TITLE HEALTH & SAFETY POLICY STATEMENT	DOC REF : HSIM H&SP001
ISSUE 1	PAGE 3 of 17
ISSUED BY : PETER WILSON	APPROVED BY: WEBSITE ISSUE ; UNCONTROLLED DISTRIBUTION
	DATE: 19.02.04

Take corrective action when unsafe conditions and actions are observed, this includes stopping any operation or work where there is a serious risk of injury to employees visitors or the public.

Ensure that all the employees within their area are aware of the Health and Safety Policy of the Company.

Employee Responsibilities

All employees have a responsibility to:

Take reasonable care of their own health and safety.

Familiarise themselves with the Health & Safety Policy including the Fire Action Procedures

Prevent risks to the health and safety of other persons who may be affected by their acts or omissions.

Work in accordance with specific rules and regulations relating to Health & Safety and adhere to any training they have been given.

Refrain from intentionally misusing or interfering with any equipment which has been supplied for specific purposes of Health & Safety.

Not undertake any task, which may prove detrimental to health if they have not been given specific training for that task, or specific authorisation.

Report to management any potential hazard, which may be a danger to the health and safety of themselves or that of others.

Report all accidents and damage to their manager whether a person is involved or not.

The views of the staff on Health & Safety issues are of great importance and these should be channelled through management or through the Health & Safety Committee

HUGH SYMONS INFORMATION MANAGEMENT - MANAGEMENT OPERATING SYSTEMS	
MANUAL TITLE: HEALTH & SAFETY	PARENT REF :
PROCEDURE TITLE HEALTH & SAFETY POLICY STATEMENT	DOC REF : HSIM H&SP001
ISSUE 1	PAGE 4 of 17
ISSUED BY : PETER WILSON	APPROVED BY: WEBSITE ISSUE ; UNCONTROLLED DISTRIBUTION
	DATE: 19.02.04

Health & Safety Committee Responsibilities

Under the Health & Safety at Work Act 1974 each Company must establish a Health & Safety Committee.

Hugh Symons Information Management Health & Safety Committee (Poole, Sidmouth & Bradford) will comprise of members from each work section.

The main functions of the committee are:

- To provide a forum for the discussion of safety policies and a means by which suggestions can be put forward to management.
- To supplement the work of Section Managers and Management in the communication of safety matters, bringing to attention any potential hazards to health and safety and making recommendations for remedial action where possible.
- To foster concern for safety among all employees and assist to implement the Health & Safety of Policy of the Company whilst continually monitoring the policy to ensure that it reflects the health and safety needs of the employees
- The Constitution of the Committees will be published on the Staff Notice Board together with the current members of the committees.

HUGH SYMONS INFORMATION MANAGEMENT - MANAGEMENT OPERATING SYSTEMS	
MANUAL TITLE: HEALTH & SAFETY	PARENT REF :
PROCEDURE TITLE HEALTH & SAFETY POLICY STATEMENT	DOC REF : HSIM H&SP001
ISSUE 1	PAGE 5 of 17
ISSUED BY : PETER WILSON	APPROVED BY: WEBSITE ISSUE ; UNCONTROLLED DISTRIBUTION
	DATE: 19.02.04

CONTRACTORS

Summary

Hugh Symons Group plc (HSG) or HSIM or the appropriate company with site responsibility, will ensure that when instructing contractors to carry out activities on site that all work carried out will be done so in a manner not to cause a danger to persons or property, by ensuring that the correct methods and monitoring processes are in place.

Duties

In circumstances where contractors are carrying out duties for HSG/HSIM the company recognises that specific duties are placed on each party under the **Construction (Design and Management) Regulations 1994** (CDM), in addition to the requirements under the **Health and Safety at Work Act 1974** and the **Management of Health and Safety at Work Regulations 1999**.

HSG/HSIM will so far as reasonably practicable ensure that the premises and access to them and plant and materials used on site are safe and free from risks to health and safety. HSG/HSIM share a duty of care with contractors to ensure that all reasonable precautions are taken to safeguard our employees and others also any member of the public on site.

HSG/HISM also expects self employed contractors to carry the same responsibilities as an employer to make proper provision for health and safety during their activities on site.

The contractor is asked to provide method statements and risk assessments for the work proposed.

Policy

Where HSG/HSIM is the main site occupier they will plan, co-ordinate, control and monitor the activities of contract companies to effectively minimise the risks presented to employees and other people on site such as the public.

The Facilities Manager will appoint contractors for any contract work as appropriate, those appointed will be given all relevant information regarding the premises.

HSG/HSIM will only use contractors that prove they are able to safeguard their employees and other persons who may be effected by their undertakings.

HSG/HSIM will ensure that all work is performed to all relevant standards or statutory provisions and that employees are provided with the information relating to health and safety control measures and emergency procedures as required.

Site safety rules will be issued to all contractors and will be clearly stated in the contractual arrangements including any special health and safety requirements which may affect costs or time scales.

All employees are expected to report any dangerous or unsafe practices to their manager who will arrange for either the work to be stopped if serious enough to cause serious danger to person or property or inform the person responsible for the informing them of the situation by telephone or in writing, depending on the circumstances

HUGH SYMONS INFORMATION MANAGEMENT - MANAGEMENT OPERATING SYSTEMS	
MANUAL TITLE: HEALTH & SAFETY	PARENT REF :
PROCEDURE TITLE HEALTH & SAFETY POLICY STATEMENT	DOC REF : HSIM H&SP001
ISSUE 1	PAGE 6 of 17
ISSUED BY : PETER WILSON	APPROVED BY: WEBSITE ISSUE ; UNCONTROLLED DISTRIBUTION
	DATE: 19.02.04

COSHH

Summary

When working with substances hazardous to health, HSIM ensures that it's employees are instructed in the use of good working methods to minimise exposure and prevent accident to themselves and others.

Duties

Under the requirements of the **Health and Safety at Work Act 1974** and the **Control of Substances Hazardous to Health Regulations 1999** (COSHH) HSIM ensures that work involving the use of chemicals hazardous to health is carried out in a safe manner, and exposure to employees is adequately controlled.

Policy

HSIM acknowledges that no substance can be completely safe. All reasonable steps will be taken to ensure that all exposure of employees to substances hazardous to health is prevented or at least controlled within the statutory limits.

Risk Assessment

A risk assessment is carried out to determine the risk to staff and ensure it will be minimised. The assessment will establish the requirement for training and the use of PPE etc.

Training

HSIM will ensure that sufficient instruction is given by a competent person to prevent exposure and accident to its staff and others.

Records

HSIM keep records of the chemicals used and Data sheets are posted in the area of use. The records are reviewed at least yearly.

HUGH SYMONS INFORMATION MANAGEMENT - MANAGEMENT OPERATING SYSTEMS	
MANUAL TITLE: HEALTH & SAFETY	PARENT REF :
PROCEDURE TITLE HEALTH & SAFETY POLICY STATEMENT	DOC REF : HSIM H&SP001
ISSUE 1	PAGE 7 of 17
ISSUED BY : PETER WILSON	APPROVED BY: WEBSITE ISSUE ; UNCONTROLLED DISTRIBUTION
	DATE: 19.02.04

DISABLED PERSONS

Summary

HSIM recognises that disabled people constitute an important part of the company's workforce, and is committed to employing disabled people on an open and fair basis because of the qualities and skills they contribute to the workplace.

Where required staff are trained to recognise and respond to any health & safety concerns regarding the employment of disabled persons, and any potential hazards are identified and where reasonably practical removed.

Duties

HSIM recognise that as a general rule, disabled employees need no more safety systems in place than that of the other employees, with the assistance of the Employment Medical Advisory Service HSIM will take the necessary precautions to ensure that disabled people are not exposed to hazards within the workplace.

In accordance with the Disability Discrimination Act 1995 (DDA) HSIM will make it our duty to remove any physical hazard that may cause a disadvantage to disabled people where "reasonably possible".

Policy

HSIM aims to provide full and fair opportunity for employment for disabled applicants and to ensure, through training and practical assistance where required, their continued employment and promotion. Employees who become disabled will be accorded every possible opportunity for maintaining their position or for retaining if appropriate.

The HSIM health & safety policy has been prepared to ensure a safe and healthy environment for all employees. It recognises that those employees who require extra equipment, facilities or assistance, both routinely and in an emergency, will have such needs met.

Information & Training

Newly appointed disabled employees and employees who become disabled will receive specific information and training on all relevant matters of health & safety. HSIM will ensure that the information is presented in such a way as to be readily understood by each individual. Company health & safety bulletins will also be issued in such a way that disabled employees can readily access and understand them.

If the company requires the services of other employees to assist a disabled person in the course of their work or expedite health & safety procedures, these employees will be trained by the company and will receive specific notice of the duties required of them, and the disabled employee will be advised of the arrangement.

As a matter of good practice, the company will ensure that the workforce generally is advised of any relevant health & safety issues that may affect an individual disabled employee.

HUGH SYMONS INFORMATION MANAGEMENT - MANAGEMENT OPERATING SYSTEMS	
MANUAL TITLE: HEALTH & SAFETY	PARENT REF :
PROCEDURE TITLE HEALTH & SAFETY POLICY STATEMENT	DOC REF : HSIM H&SP001
ISSUE 1	PAGE 8 of 17
ISSUED BY : PETER WILSON	APPROVED BY: WEBSITE ISSUE ; UNCONTROLLED DISTRIBUTION
	DATE: 19.02.04

PREGNANT WORKERS

Summary

HSIM realises the requirement to carry out assessment of the work undertaken by new and expectant mothers, the risks to women must be identified and controlled. The risk assessment must take in to account the condition of new and expectant mothers will change due to their physiological condition, and where necessary special arrangements will be made.

Duties

It is the duty of the company (HSIM) to carry out an assessment taking in to account whether or not the employee can carry out their work activity without risk to their health, if this is the case the type of work and hours should be altered, where the work cannot be altered the new or expectant mother must be suspended for as long as necessary to avoid risk.

The regulations concerning pregnant workers are; **Management of Health and Safety at Work Regulations 1999, Employment Protection Act 1978, Control of Lead at Work Regulations 1998, Maternity Regulations 1994, Public Health Act 1936, Workplace Regulations 1992, Sex Discrimination Act 1975.**

Policy

HSG is aware of the susceptibility of women to certain risks that may arise while at work and will assess and document those risks, and ensure that measures are taken to protect the health and safety of any women employed, so far as reasonably practicable. HSIM is aware of the statutory rights imposed on, and relating to work undertaken by women and will comply with these requirements. Women will be given all the training and instruction necessary to work safely without risk to their health.

HSIM will take all reasonable steps to safeguard the health, safety and welfare of new and expectant mothers, and their unborn children.

HSIM will assess all risks to new and expectant mothers with regard to their work activities and ensure that appropriate control measures are taken.

Relevant training will be provided in identifying risks and implementing controls.

HSIM will continually monitor the work performed by the new or expectant mothers to assess the individual's ability to work safely without risk. Any problems identified will be addressed, so far as reasonably practicable, and all risk will be suitably controlled and safe systems of work put in place. HSIM will also make assessment as to whether or not it is necessary to impose limitations or special arrangements on medical grounds.

HUGH SYMONS INFORMATION MANAGEMENT - MANAGEMENT OPERATING SYSTEMS	
MANUAL TITLE: HEALTH & SAFETY	PARENT REF :
PROCEDURE TITLE HEALTH & SAFETY POLICY STATEMENT	DOC REF : HSIM H&SP001
ISSUE 1	PAGE 9 of 17
ISSUED BY : PETER WILSON	APPROVED BY: WEBSITE ISSUE ; UNCONTROLLED DISTRIBUTION
	DATE: 19.02.04

FIRST AID

Summary

Adequate numbers of staff have been first aid trained to deal with accidents and emergencies that may occur in the work place.

First aid equipment is checked regularly to ensure that condition and stock levels are correct, and staff are made aware of what to do in the event of an accident or emergency.

Duties

As required in the **Health and Safety (First Aid) Regulations 1981** HSIM ensures that there are adequate numbers of first aid qualified employees on site to assist with accidents or emergencies that may occur.

First aid boxes should be clearly marked and accessible, someone who is HSE approved must be responsible for the maintenance of adequate supplies in the boxes.

An assessment must be made as to whether or not there is a need to provide a first aid room, things such as the type of work performed and whether or not there are any unusual hazards.

Employees must be informed of the arrangements that have been made for first aid and the location of equipment, facilities and personnel.

Policy

HSIM will ensure that there are sufficient trained first aid personnel to deal with injuries that may occur on site.

Should any member of staff have concerns about the provision of first aid they should inform their manager, HSIM would investigate and rectify the situation if necessary.

Training

The HSIM first aid team are trained by the St John Ambulance on their "Fist Aid at Work" course and sent on refresher courses as required.

Equipment and Facilities

A first aid box is kept in each department and is maintained by the security guard or nominated person who is first aid trained.

If a member of staff or visitor requires first aid treatment they can be taken to the security room, crash room or if necessary a meeting room can be made available.

HUGH SYMONS INFORMATION MANAGEMENT - MANAGEMENT OPERATING SYSTEMS	
MANUAL TITLE: HEALTH & SAFETY	PARENT REF :
PROCEDURE TITLE HEALTH & SAFETY POLICY STATEMENT	DOC REF : HSIM H&SP001
ISSUE 1	PAGE 10 of 17
ISSUED BY : PETER WILSON	APPROVED BY: WEBSITE ISSUE ; UNCONTROLLED DISTRIBUTION
	DATE: 19.02.04

LONE WORKERS

Summary

HSIM realise that in some cases it may be necessary for staff to work alone, therefore we ensure that the correct guidelines and systems are in place and followed, such as;

1. The worker is aware of all hazards / risks that may be present.
2. The worker knows what to do or who to contact if something goes wrong.
3. Someone else knows where they are working, what they are doing and checks on them on a regular basis.

HUGH SYMONS INFORMATION MANAGEMENT - MANAGEMENT OPERATING SYSTEMS	
MANUAL TITLE: HEALTH & SAFETY	PARENT REF :
PROCEDURE TITLE HEALTH & SAFETY POLICY STATEMENT	DOC REF : HSIM H&SP001
ISSUE 1	PAGE 11 of 17
ISSUED BY : PETER WILSON	APPROVED BY: WEBSITE ISSUE ; UNCONTROLLED DISTRIBUTION
	DATE: 19.02.04

VISITORS

All visitors to site must report to Reception, sign in and be issued with a pass before being met by a member of staff.

When leaving site they must be accompanied back to Reception to sign out and hand in their pass.

Your Visitor must be made aware of the Fire Escapes in the area they are in and where to assemble in the event of a Fire.

Parking for Visitors can be pre-booked via Reception (e-mail).

HUGH SYMONS INFORMATION MANAGEMENT - MANAGEMENT OPERATING SYSTEMS	
MANUAL TITLE: HEALTH & SAFETY	PARENT REF :
PROCEDURE TITLE HEALTH & SAFETY POLICY STATEMENT	DOC REF : HSIM H&SP001
ISSUE 1	PAGE 12 of 17
ISSUED BY : PETER WILSON	APPROVED BY: WEBSITE ISSUE ; UNCONTROLLED DISTRIBUTION
	DATE: 19.02.04

DISPLAY SCREEN EQUIPMENT

Summary

HSIM will provide safe and comfortable workstations using adjustable equipment and furniture, and ensuring that employees are able to take adequate breaks in their normal routine. Employees are encouraged to assist HSIM in providing a comfortable and safe working environment, which includes reporting any problems that, may arise immediately.

Duties

In line with the **Health and Safety at Work Act 1974** and the **Health and Safety (Display Screen Equipment) Regulations 1992** HSIM makes an assessment of the workstation to assess risks that may be present such as causing an upper limb disorder and visual disturbance which may cause headaches or stress etc, also to ensure so far as reasonably practicable the equipment is safe to use.

The workstation must meet technical specifications and the work pattern of the employee must be such to allow sufficient breaks from the screen, the employee is entitled to an eye test and corrective equipment if specifically necessary, the employee must also be given adequate information concerning the use of DSE and the workstation.

Policy

All reasonable steps will be taken by HSIM to secure the health & safety of employees who work with display screen equipment (DSE).

HSIM acknowledges that health and safety hazards may arise from the use of this equipment. It is the intention of HSIM to ensure that any risks are reduced to a minimum. Whilst it is generally recognised that the use of DSE can be undertaken without undue risks to health, it is appreciated that some employees may have genuine reservations and concerns. The company will seek to give information and training to enable fuller understanding of these issues. HSIM understands that the implementation of this policy requires the total co-operation of all members of management and staff.

Information and Training

The company will give sufficient information and instruction as is necessary to ensure the health and safety of workers who use DSE. This also applies to workers not directly employed by HSIM such as temporary staff and contractors. Members of the HSIM are given appropriate training to carry out DSE assessments.

HUGH SYMONS INFORMATION MANAGEMENT - MANAGEMENT OPERATING SYSTEMS	
MANUAL TITLE: HEALTH & SAFETY	PARENT REF :
PROCEDURE TITLE HEALTH & SAFETY POLICY STATEMENT	DOC REF : HSIM H&SP001
ISSUE 1	PAGE 13 of 17
ISSUED BY : PETER WILSON	APPROVED BY: WEBSITE ISSUE ; UNCONTROLLED DISTRIBUTION
	DATE: 19.02.04

ELECTRICITY

Summary

As electrical accidents can have serious consequences HSIM endeavours to prevent them by ensuring that in all cases duties are assessed for risk, competent people are used and equipment is in good condition and maintained.

It is also important that staff who see a problem report it immediately.

Duties

There are certain duties imposed on employers and employees which are to be found in the **Health and Safety at work Act 1974** (HSW Act) and the **Electricity at Work Regulations 1989** (EAWR).

HSIM assess the work activities involving electricity for any risks, and will also ensure that the electrical equipment used is properly installed and maintained by a competent person. Where required suitable personal protective clothing will be provided.

Policy

HSIM will take all reasonable steps to secure the health and safety of its employees who operate, use or maintain electrical equipment. HSIM acknowledges that work on electrical equipment can be hazardous and it is therefore the company's intention to reduce the risks as far as possible. The implementation of this policy requires the total co-operation of all members of management and staff, as well as any contractors hired to carry out work involving electrical equipment. Where a problem arises related to electricity at work, employees must inform a responsible person immediately and HSIM will take the necessary measures to investigate and remedy the situation.

Records

Electrical equipment is maintained at regular intervals and a record held on site within the facilities department.

HUGH SYMONS INFORMATION MANAGEMENT - MANAGEMENT OPERATING SYSTEMS	
MANUAL TITLE: HEALTH & SAFETY	PARENT REF :
PROCEDURE TITLE HEALTH & SAFETY POLICY STATEMENT	DOC REF : HSIM H&SP001
ISSUE 1	PAGE 14 of 17
ISSUED BY : PETER WILSON	APPROVED BY: WEBSITE ISSUE ; UNCONTROLLED DISTRIBUTION
	DATE: 19.02.04

MANUAL HANDLING

Summary

To prevent manual handling accidents HSIM provide handling equipment such as trolleys, forklift trucks and manual pallet trucks.

Staff who frequently handle products, such as warehouse staff are given specific manual handling training and general office staff are shown an office safety video on their induction into the company which includes safe lifting techniques.

Staff should report any problems with equipment also ask for assistance to prevent personal risk of accident.

Duties

The **Manual Handling Operations Regulations 1992** (MHOR) require the employer to avoid the need for hazardous manual handling activities, so far as reasonably practical. Where the hazard can't be eliminated an assessment must be carried out to put in place a safe system of work, which might require the use of special equipment and or training.

Managers must ensure that manual handling assessments are carried out and that correct training and supervision is provided to persons carrying out the activity. Any accidents or injuries should be investigated and remedial action taken.

Employees must ensure that they follow safe systems of work when performing manual handling tasks and comply with any instruction and training which is provided, they should report (in confidence) any personal conditions that may be detrimental to the performing of a manual handling task and any problems that arise to there manager / responsible person.

Policy

HSIM will provide the necessary resources e.g. training and equipment to prevent injury or accident to any of their employees.

The company will make assessment of manual handling activities to ensure that a safe system of work is in place.

Any accident or problem reported by employees will be investigated by HISM and remedial action taken.

HUGH SYMONS INFORMATION MANAGEMENT - MANAGEMENT OPERATING SYSTEMS	
MANUAL TITLE: HEALTH & SAFETY	PARENT REF :
PROCEDURE TITLE HEALTH & SAFETY POLICY STATEMENT	DOC REF : HSIM H&SP001
ISSUE 1	PAGE 15 of 17
ISSUED BY : PETER WILSON	APPROVED BY: WEBSITE ISSUE ; UNCONTROLLED DISTRIBUTION
	DATE: 19.02.04

EMERGENCY PROCEDURES

Policy

It is the intention of HSIM to ensure that any risks arising from work activities are eliminated or reduced to a minimum. However, the company acknowledges that despite these measures it cannot be assumed that a major incident will never occur. Although such an incident is highly unlikely if all risks are adequately controlled, the consequences could be catastrophic and so the company will plan certain emergency procedures to ensure injury and damage limitation in the event of such an incident. HSIM will also endeavour to give information and training as often as is necessary to all employees to enable a better understanding of these matters.

Any concerns employees may have regarding the company's emergency procedures should be reported to their manager immediately. HSIM will then take the necessary measures to investigate and remedy the situation.

Also see FIRE INSTRUCTIONS

HUGH SYMONS INFORMATION MANAGEMENT - MANAGEMENT OPERATING SYSTEMS	
MANUAL TITLE: HEALTH & SAFETY	PARENT REF :
PROCEDURE TITLE HEALTH & SAFETY POLICY STATEMENT	DOC REF : HSIM H&SP001
ISSUE 1	PAGE 16 of 17
ISSUED BY : PETER WILSON	APPROVED BY: WEBSITE ISSUE ; UNCONTROLLED DISTRIBUTION
	DATE: 19.02.04

FIRE

Summary

In order to minimise the risk of fire, the three most important measures we take are to:

1. Regularly inspect, test and maintain all electrical installations and electrical appliances.
2. Restrict smoking to designated areas (outside).
3. Ensure that there is adequate security to prevent risk of arson.

Duties

To prevent the loss of life, business and destruction of property HSIM work in accordance with the **Fire Precautions Act 1971** and the **Fire Precautions (Workplace) Regulations 1997**, this ensures that the fire warning and fighting equipment is maintained correctly, and that routes of escape remain clear and free from hazardous materials.

Fire certificates are in place for the relevant units on site and a fire risk assessment is carried out to ensure that that the work place is a suitable and safe environment for employees.

Procedures

HSIM realises the importance for well-planned fire procedures, therefore our fire procedures require the following in place;

1. Fire Risk Assessment.
2. Staff informed of the correct procedures to follow in the event of a fire.
3. Tests are carried out on the fire systems / equipment, and the evacuation process.
4. Written procedures for what to do if you discover a fire HSIMH&SP002
5. Fire Wardens trained to perform special duties in the event of a fire.
6. Evacuation procedures for visitors and disabled people.
7. Records are kept for fire drills, training and maintenance of equipment.

Policy

As far as reasonably practicable, all steps shall be taken by HSIM to prevent or minimise the probability of, all causes of fire.

HSIM acknowledges that despite these measures it can not be assumed that fire will never break out. Systems are in place to deal with the eventuality and these will be regularly checked to ensure they are adequate, i.e. fire drills, inspections of escape routes and maintenance of fire detection and fighting equipment will take place regularly.

All HSIM employees are given suitable instruction in basic fire prevention measures. Employees are required to report any concerns they have regarding fire hazards etc to a responsible person such as their manager or the site manager so that the hazard can be removed.

In the event of a fire the safety of life shall override all other considerations, such as saving property and extinguishing the fire.

HUGH SYMONS INFORMATION MANAGEMENT - MANAGEMENT OPERATING SYSTEMS	
MANUAL TITLE: HEALTH & SAFETY	PARENT REF :
PROCEDURE TITLE HEALTH & SAFETY POLICY STATEMENT	DOC REF : HSIM H&SP001
ISSUE 1	PAGE 17 of 17
ISSUED BY : PETER WILSON	APPROVED BY: WEBSITE ISSUE ; UNCONTROLLED DISTRIBUTION
	DATE: 19.02.04

If a fire is discovered the alarm shall be raised immediately by the appropriate method such as operating a break glass a call point, this should be the first action taken on discovery of **any** fire no matter what size.

All employees are empowered to take this action if they believe there is a fire, no authority should be sought from any other person. HSIM will always support employees who operate the fire alarm system in good faith, regardless of whether or not a fire actually existed.

Responsibility for summoning the fire brigade is outlined in the Fire Action Policy and Procedure HSIMH&SP002. This should be the person who discovers the fire and will also be reported by another designated person on hearing the alarm.

HSIM does not require the person to attempt to extinguish the fire unless it is safe to do so. Guidance on which fire fighting should be avoided or discontinued will included in staff fire safety training. Immediate evacuation of the building must take place as soon as the evacuation alarm is heard. Occupants should report to their designated assembly points, which are stated, on the fire notices in each location.

Re- entry of the building is strictly prohibited until the fire officer or senior HSIM manager in charge declares it safe to do so. Silencing of the alarm should never be taken as indication that it is safe to re-enter the building.

Employees should report any concerns regarding fire procedures, so that HSIM can investigate and take remedial action if necessary.

Records

Records of control measures, such as inspection, testing and maintenance of fire protection facilities, training of staff and fire drills etc are regarded as an integral part of fire safety management and are kept on site at all times.

Fire Drill

Fire drills are carried out at least twice a year to ensure that all staff participate. The date of each drill is recorded as well as the evacuation time and approximate number of participants. Required actions are identified as a result of the drill and any other information such as route blocked to simulate inaccessibility.

Fire Risk Assessment

It is company policy to carry out a Fire Risk Assessment of each unit within the Hugh Symons site. The assessment gives details of specific risks and hazards to staff, details such as:

1. Number of staff.
2. Type of work carried out within the building.
3. Fire systems / equipment fitted.
4. Smoking policy.
5. Fire exits and routes.
6. Emergency lighting.

Any hazards identified are recorded and corrective action taken to remove them.