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# Health and Safety Policy

## Version 1.0 2024

This policy is applicable to all employees and contractors working for Appco Marketing.

### Section 1: First Aid Facilities

In the event of illness or injury, contact a First Aider immediately. They will assess the situation and implement the necessary requirements. A First Aider will take control of all situations and direct an employee on what to do. To save confusion and complications, do not act without their knowledge and guidance and wait for their instructions, e.g. calling for an ambulance.

The First Aid Lead is: Tamsin Bosch who is responsible for the First Aid boxes

One of the First Aiders must be informed of any reported illness or injury and the Accident Book must be filled in, stating the date, the casualty’s name, nature of the illness or injury, any action taken / advice given, the name of the First Aider and a witness.

Any items that are removed from the First Aid box must be reported to the First Aid Lead, so that the supplies can be replenished immediately.

### Section 2: Fire Procedure

The Fire Marshals are responsible for directing individuals on site in the event of an evacuation. Fire Marshals are identified by high visibility jackets. When the alarm sounds, they will ascertain the cause of the alarm and ensure that the office is evacuated safely. All individuals must evacuate immediately by the nearest fire exit and head directly to the assembly point.

Do not delay and never use the lifts during a fire evacuation.

As the Studio is a non-smoking environment, it has been possible for the office to be fitted with numerous smoke detectors that will activate the fire alarm within the Studio if smoke is detected. If the alarm is not silenced within 2 minutes, the alarms for the whole of Highgate Studios are activated and London Fire Brigade is automatically alerted. Due to the sensitivity of the smoke detectors, there are to be no naked flames (for example, birthday cake candles) within the office at any time.

The alarms can be sounded manually by breaking the glass in the red alarm units located at each exit. Fire fighting equipment is situated throughout the Studio. However, a member of staff should not risk their own health and safety in attempting to extinguish or control a fire and must only use this equipment if and when they feel it is safe to do so.

On discovery of a fire

* Operate the nearest fire alarm. These are located by each exit.
* Immediately leave the building by the nearest exit.
* Meet at the assembly point.
* Do not re-enter the building.

On hearing the Fire Alarm

* Immediately leave the building by the nearest exit.
* Meet at the assembly point.
* Do not re-enter the building until authorized to do so.

**2.1 Fire Exits**

Everyone in the office should leave the building by the nearest exit and report to the assembly point at the corner of Highgate Road and Greenwood Place, which is just past the pedestrian crossing.

For a fast and efficient evacuation of the building, all members of staff must remember to:

* Act immediately!
* Evacuate the building via the **nearest** exit.
* Do not wait for guidance from other members of staff
* Do not gather personal possession together
* NEVER use the lifts during a fire evacuation
* Move right away from the building and do not block the exits
* Go directly to the assembly point.
* Never put your life at risk, attempting to fight a fire.

Staff must be aware that other Studios will have their own assembly points and policies in place, which may differ from those of Appco Marketing but must not affect the evacuation procedure as set out in this policy.

**2.2 Assembly Point**

The assembly point for all members of staff is located at the corner of Highgate Road and Greenwood Place. From whichever exit is used, all staff must congregate at this location.

There will be at least one supervisor at the Assembly Point who will need to identify the location of any missing individuals. Each member of staff must ensure that the supervisors are aware that they are at the assembly point and pass on any information they have regarding members of staff that have not made it to the meeting point.

Fire Marshals within the organization will be responsible for ascertaining the cause of the alarm and ensuring that the Studio is empty before joining all other staff members at the Meeting Point. Any information (from both the marshals or the Meeting Point supervisors) regarding people known to still be in the Studios or not accounted for, or information regarding the cause of the alarm, will be passed on to a representative of London Fire Brigade on their arrival.

No member of staff should re-enter the building until instructed to do so by a senior manager or one of the Fire Marshals.

Fire alarms are tested within Highgate Studios every Tuesday morning between 9am and 11am. The alarm will not be continuous and it is not necessary for staff to implement an evacuation procedure, unless previously advised. A full practice evacuation of Highgate Studios will take place every 12 months. During this practice, the Fire Marshals may decide to create a “hindrance” at one of the exits, simulating a real emergency that will cause staff to find an alternative exit from the building. This “hindrance” will not be notified to the staff until the alarm sounds.

**Section 3: Security**

The security of both personal and company property within Studio 320 is of paramount importance to Appco Marketing. It is for this reason the following policies have been put in place:

* Swipe Cards/key fobs – these are given to each member of staff allowing them access into the office. Each card has been programmed according to the nature of the job of the person using that card i.e. the times of access and the doors for which it will work.
* Magnetic locking devices – for access into the Studio via both the front and back door, and for access into the office from the Reception and toilets. Swipe card must be used by all staff members to deactivate these magnets. To release the magnets on exiting the office, push button switches are located by each door. These magnets are released automatically, if the fire alarm sounds.
* Limited access areas – some areas within the Studio have been designated as off-limits to the majority of staff. These areas include the Comms Room (access is restricted by the programming of the staff swipe cards) and the electrical cupboards (access is restricted by locked doors). The cleaning equipment and painting products are also kept in a locked cupboard.

Breaches in Security:

If a member of staff notices any breaches in security, a manager or supervisor must be alerted immediately so that prompt action may be taken. These could include:

* Unidentified individuals gaining access to the office
* Misplaced or stolen swipe cards
* Glass broken in fire alarm units
* Broken windows
* Suspicious boxes and packages left unattended
* Any suspicious person or situation

**Section 4: Ergonomics:**

Appco Marketing considered the comfort and safety of all staff members when purchasing the furniture and equipment. However each person should be aware of the following hazards relating to misuse of furniture and equipment and how to minimise risk of injury.

**4.1 Chairs**

When using a chair, operators must sit in a position that aids posture and prevents injury and this will vary with each individual. All of the chairs in the Studio have the following features allowing each user to adjust the chair to their particular height and needs:

* Adjustable height from floor to seat
* Lumbar support can be moved into the small of the back
* Seat can be slid forward or back depending on leg length
* Back of chair can be fixed in an upright or reclining position
* Swivel seat to prevent twisting when using all aspects of the desk

The chairs also have wheels on them to aid movement but must never be stood on to reach up high. Should you require training on using your chair, please inform your supervisor.

**4.2 Desks**

All desks are set at a specific height, as the chairs are adjustable. There is a curved front to the desks, so that the swivel feature of the chairs can be optimised when using another part of the desktop. Each desk is provided with a filing tray. This must not be overloaded as items falling off could cause injury.

**4.3 Filing Cupboards**

All cupboard doors should remain closed when not in use, to prevent people walking into the open door and harming themselves. Shelves must not be overloaded as items may fall out when the doors are opened.

**4.4 Computers**

All computers can be fitted, at the request of the operator, with a screen to prevent eye damage and headaches. Should further equipment such as wrist rests and monitor stands be required, please speak to your line manager. It is also recommended that users take breaks after pro-longed use. Each screen can be tilted and swivelled so that they can be looked at in the optimum position for the user. Any problems with the use of screens or injuries caused by continued use must be reported to your line manager.

**Section 5: Lone Working**

**5.1 Line Managers responsibility**

Line Managers have day to day responsibility for managing health and safety which includes staff members who work alone.

The Line Manager will ensure that suitable risk assessments are carried out before any lone working begins, and that adequate control measures are implemented to reduce and/or manage any risks involved with lone working.

When carrying out the risk assessments, the Line Manager will consider access and egress to the place of work, any physical fitness that may be required, any medical conditions the employee may have, whether there is a risk of violence or harm befalling the employee, whether the employee needs to use tools or machinery etc.

The Line Manager will ensure that the employee is given all the training they need to be able to work safely in a variety of environments.

The Line Manager will ensure that employees’ personal data, including information about their health, collected during lone working risk assessments is handled in accordance with the Company’s data protection policy.

Only those employees deemed ‘competent’ by the responsible person will be permitted to work unsupervised.

**5.2 Risk Assessments**

The person conducting the lone working risk assessment will:

* + give consideration to the greater risks to expectant mothers and young persons;
  + involve the employee who is working alone in the assessment process and the development of safe working methods;
  + advise the employee undertaking the lone working of the findings of the risk assessment.

**5.3 Employee’s Duties**

The employee will ensure that any parts of their home designated as ‘work’ areas are maintained to professional standards.

Working with the Company Health & Safety management, the employee shall ensure that any hazards inherent with their work activities are properly managed, and that the same protocols that would apply at the Company’s premises are implemented.

If any part of the work area becomes unsuitable by dint of the work process changing, damage or breakdown of equipment etc., or by the employee’s physical needs, the employee must inform their line manager as soon as reasonably practicable.

The employee will inform their line manager of any incidents or safety concerns.

5.4 Emergency procedures

No member of the Company will be permitted to work alone without their immediate line manager or other designated member of staff (acting as their safety buddy) being fully aware of their whereabouts, and an approximate finishing time.

The employee will be required to contact their safety buddy at pre-agreed intervals.

Should any employee fail to make contact as agreed the safety buddy will attempt to reach the employee by telephone.

Should this be unsuccessful, the safety buddy will contact the Senior management team or the Emergency services.

**6 Miscellaneous:**

**6.1 Storeroom**

Boxes must be placed squarely on the shelves to prevent them falling off. When stacking crates, do not pile them more than 4 crates high. This is because accidents may occur when removing the top box. Boxes must not be stacked where they will block the exit or prevent access to other areas of the room. There are two trolleys available for the moving of heavy boxes around the Studio.

**6.2 Calling 999**

In certain situations one of the emergency services may have to be called. To prevent this action being carried out by more than one person; ensure that the First Aider, Fire Marshal or Manager controlling the situation is aware that this is being done. To save time, it will also be necessary for the emergency vehicle to be met at ground level. A member of staff must wait at the front entrance whilst a second should wait at the back. Once again, this information must be relayed back to the person who has taken control of the incident.

Version Control Table

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