



Health and Safety Policy

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Health and Safety at Work etc. Act 1974

This is the Health and Safety Policy Statement of

LMC Ltd.

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our activities
- To consult with employees on matters affecting their health and safety
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for employees
- To ensure all employees are competent to undertake their work
- To provide employees with adequate training
- To prevent accidents and causes of work-related ill health as far as is reasonably practicable
- To maintain safe and healthy working conditions
- To review and revise this Policy at regular intervals and when there is a major change in circumstances e.g. expansion of LMC operations, purchase of new equipment etc.

Signed:



Name:

Anil Godhawale

Position:

Chief Executive

Date:

7th October 2023

Responsibilities

Overall and final responsibility for health and safety at LMC is that of the Directors.

Day to day responsibility for ensuring this policy is put into practice is delegated to:

- **Compliance Manager**

Occasionally work that LMC undertakes is carried out off site by one or more members of staff or sub-contractor. On site health and safety is therefore the responsibility of the senior member of the team or of the individual. However, all work is subject to a Risk Assessment which aims to eliminate or minimise all risks.

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All employees must:

- Co-operate with supervisors and managers on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of his or her own health and safety
- Report all health and safety concerns to an appropriate person i.e. any of those named above

Risk Assessments

All work activities undertaken by LMC are subject to a Risk Assessment. These are undertaken either by the **Compliance Manager** or delegated to their assistant and the findings are reported to all employees or sub-contractors.

Actions required to remove and/or control risks will be approved by the **Compliance Manager** and they will ensure that these actions are implemented. At present, due to the relatively small number of employees, communicating the findings of Risk Assessments and implementation of the resultant actions is straightforward: managers and employees meet on a fortnightly basis and are updated on Health and Safety matters. This method of communicating will be reviewed if the company increases in size, or if another layer of supervision is introduced.

Sub-contractors are notified by telephone or e-mail of the findings of relevant Risk Assessments.

All employees and sub-contractors have responsibility to report any concerns about the effectiveness of Risk Assessment findings and are encouraged to inform the **Compliance Manager** of any improvements or corrections they think could be made.

Risk Assessments will be reviewed every six months or when work activities change in any way. They are kept in the Health and Safety file in the office and are available to all employees at all times. This is also the case when a venue does not furnish us with a risk assessment.

Consultation with Employees and Partners

LMC consults with all its employees, sub-contractors and partners on matters of Health and Safety.

Trupti Wadekar, compliance Manager or a **Competent Person** meets monthly with the Team to exchange information and to discuss all current Health and Safety issues. Minutes of these meetings are taken, signed and filed.

Trupti Wadekar, compliance Manager and/or a **Competent Person** meets all sub-contractors and partners on a regular basis. Health and Safety is a mandatory agenda item at these meetings. Attendance at these meetings can be delegated to the **Lead Trainer** if necessary.

The **Lead Trainer** and/or a **Competent Person** hold monthly team meetings with all staff and Health and Safety is a mandatory agenda item.

Consultation is provided by the **Compliance Manager** who ensures all employees and sub-contractors receive full and relevant information. They listen to and take into account what employees, partners and associates have to say before taking any Health and Safety decisions.

At present, due to the relatively small number of employees and sub-contractors, consulting on Health and safety matters is straightforward and there is no need for employee representatives. However, this position will be reviewed if the company increases in size or another layer of supervision is introduced.

Safe Work Equipment

Overall responsibility for the provision of safe equipment lies with the **Compliance Manager**. Managers, employees and sub-contractors have responsibility for reporting any faults, breakages or other concerns with the equipment they use.

The procedure for selection, usage, inspection and maintenance of equipment is as follows:

1. Each contract or piece of work is assessed separately and the safest method of working selected prior to commencement of the work. Items of equipment are compared and selection of which to use is made on the basis of suitability and safety.
2. All LMC equipment is inspected regularly. In addition, employees and sub-contractors undertake checks of all items immediately before and after usage and any faults are reported straightaway. Faulty equipment is removed and sent for repair. This ensures that all equipment is safe to use.
3. All equipment is regularly maintained. Items with particular technical requirements are maintained by a suitably qualified person.
4. All portable electrical equipment is subject to PAT testing by a suitably qualified electrician, usually every two years. PAT testing can be carried out annually if the **Compliance Manager** deems it appropriate.
5. All employees are trained in the safe use of equipment and LMC always follows the manufacturer's instructions for each individual item.
6. All equipment is stored safely when not in use, either in secure storage, at LMC's own secure premises or partners / associates premises.

Safe Handling and use of Substances

'Substances' refers to any chemicals used by LMC. This page also refers to any dust, fumes, spray or bacteria which may be produced as a result of work activities.

The **Compliance Manager** is responsible for identifying all substances which require a COSHH Assessment (i.e. substances which have the potential to be hazardous to health to either LMC's employees, sub-contractors, clients or members of the public).

The **Compliance Manager** is also responsible for undertaking COSHH Assessments and ensuring that all actions identified in the Assessments are implemented.

The **Compliance Manager** is also responsible for ensuring that all employees are informed about the COSHH Assessments, the findings and resultant actions.

The **Compliance Manager** checks that all substances can be used safely before they are purchased. At present, LMC neither uses nor produces hazardous substances other than for cleaning.

COSHH Assessments are reviewed every twelve months or when work activities change in any way. They are kept in the Health and Safety file in the office and are available to all employees at all times.

Information, Instruction and Supervision

The Health and Safety Law poster is displayed at LMC's premises. Health and Safety advice is available from the **Compliance Manager**. He/she is also responsible for cascading all information and instructions to Trainers, assessors, associates and trainees.

LMC does not employ anyone under the age of 18.

This Health and Safety Policy, Register of Risk Assessments and Safe Methods of Working are available to all employees at any time.

See LMC policy for employee training.

Competency for Tasks and Training

Induction training is provided for all employees. By qualified, trainer as a Health and Safety advisor, subject to contract and provides training on request. All employees receive annual Health and Safety refresher training.

Job-specific training is provided by the **Compliance Manager** or is delegated to a deputy.

Specific tasks requiring specific training include:

- Working alone
- Risk Assessments

and only suitably trained employees undertake any such work.

Training records for all employees are kept by the **Director of People and Operations**. They also have responsibility for identifying, arranging and monitoring all training.

Accidents, First Aid and Work-Related Health

Health Surveillance

All LMC workers who regularly use computers are offered free sight tests.

Other health surveillance for employees is not generally required as none of the work undertaken by LMC is especially hazardous according to our Risk Assessments. However, should any of the work activities change, or the company undertakes any one-off jobs which could potentially cause harm to employees the following arrangements will be implemented:

Health surveillance will be arranged by the **Compliance Manager**. They will also keep the health surveillance records at LMC's office.

Accidents and First Aid

The first aid box is kept in a clearly signed cupboard in the office. It is kept fully stocked and is replenished when necessary.

The **Compliance Manager** and her deputy are competent in basic first aid relevant to the work activities. In addition, an up-to-date First Aid reference book is kept in the office.

All accidents, dangerous occurrences and cases of work-related ill health are recorded in the Accident Book which is maintained by the **Compliance Manager** and kept in the company office. The Accident Book records details of the incident, the remedial measures taken at the time and the implementation of any training which may be required as a result of changes in work methods because of the incident.

Serious accidents, cases of work-related ill-health and serious 'near misses' are governed by the statutory requirement to report under RIDDOR 95. This can be done by any operative:

- online at <http://www.hse.gov.uk/riddor/online.htm> (complete and send the appropriate form)
- by calling the Incident Contact Centre on 0845 300 9923
- by selecting and printing off the appropriate form from <https://www.hse.gov.uk/forms/incident/index.htm>; complete the form and send by post to Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG

RIDDOR reports **must not** be filed outside normal office hours unless the incident is extremely serious, for example involving a fatality, injuries to several workers, a serious injury to a member of the public or a large-scale evacuation. In such cases, call the emergency services first and, circumstances permitting, contact the HSE duty officer at 0151 922 9235.

Monitoring

To check LMC's working conditions and to ensure that safe working practices are being followed, the following monitoring procedures are undertaken:

- Unannounced spot checks
- Health and Safety is a mandatory agenda item at all team and partnership meetings
- Employees informed of any failure in health and safety procedures and steps put in place to prevent a recurrence e.g. re-training, amending the Health and Safety policy or any other appropriate action
- A full annual Health and Safety audit

The **Compliance Manager** is responsible for investigating, or arranging the investigation of, accidents, dangerous occurrences and work-related causes of absence.

The **Compliance Manager** is responsible for acting upon the findings of any investigations in order to prevent a recurrence.

Emergency Procedures – Fire and Evacuation

The **Compliance Manager** has responsibility for ensuring that a fire risk assessment is undertaken for all LMC's work activities.

The work undertaken by LMC is not itself inherently dangerous or considered a fire risk. All employees receive training in dealing with fire as part of their induction.

Sub-Contractors

LMC uses sub-contractors/Associates and Partners to undertake specialist work on some contracts, e.g. training. It is the policy of LMC to inspect the Health and Safety Policy of any sub-contractor it engages. In addition, any sub-contractor working for LMC will be provided with a copy of the company Health and Safety Policy and instructed to abide by the rules therein. Sub-contractors will be expected to sign LMC's sub-contractor agreement document to this effect.

The **Compliance Manager** has responsibility for ensuring that all sub-contractors adhere to safe working practices and will monitor their performance. She can delegate responsibility for this to a deputy and/or a **Competent Person** if the circumstances are such that they cannot be present themselves.

Any sub-contractor who does not meet the required Health and Safety standard, or who refuses to comply with LMC's requirements can be dismissed if appropriate and will not be used again or until such time as they can prove that they have amended their working practices.

Health and Safety Advice

We seek further advice and guidance from HSE website. <https://www.hse.gov.uk/>