

HEALTH AND SAFETY POLICY

Policy Statement

At Ambitious Resources Limited, our unwavering commitment is to ensure the health, safety, and welfare of our employees, customers, visitors, and all individuals affected by our business activities to the greatest extent reasonably achievable.

We acknowledge our health and safety obligations under various legislations and relevant regulations and codes of practice, which may evolve over time, including:

Health & Safety at Work Act 1974.

- Management of Health and Safety at Work Regulations 1999.
- The Control of Substances Hazardous to Health Regulations 1988.
- The Electricity at Work Regulations 1989.
- Health, Safety & Welfare Regulations 1992.
- The Manual Handling Regulations 1992.
- The Health & Safety (Display Screen Equipment) Regulations 1992.
- The Workplace Regulations 1992.
- Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR) 1995.
- The Provision and Use of Work Equipment Regulations 1998.
- The Control of Asbestos at Work Regulations 2006.

We pledge to provide comprehensive information, training, and supervision to our employees, with the collective co-operation of all personnel. This policy outlines the allocation of safety responsibilities and the specific measures we will implement.

Company Responsibilities

It is our foremost duty to ensure, to the extent reasonably practicable, the health, safety, and welfare of all our employees. This entails:

- Maintaining a safe and healthy working environment, including secure access and egress.
- Establishing and sustaining safe work systems.
- Providing health and safety training and disseminating pertinent information.
- Regularly updating the Company Health & Safety Policy.
- Ensuring safe utilization of substances and articles subject to COSHH.
- Conducting special risk assessments for expectant mothers, new mothers, and young individuals.
- Furnishing essential information, training, instruction, and supervision to guarantee the well-being of all employees.

We are also committed to safeguarding the health and safety of non-employees within our premises, including visitors.

Health and Safety Oversight

The Directors bear the responsibility for overseeing health and safety by:

- Ensuring periodic reviews of the Company Health & Safety Policy and publishing updates.
- Allocating adequate resources to maintain safety standards.
- Collaborating with competent Health & Safety Advisers, as needed.

- Monitoring health and safety legislation for compliance and notifying management of impending UK/EC health and safety regulations and their potential implications.
- Investigating accidents and dangerous occurrences and taking necessary internal actions.
- Ensuring compliance with Fire Officer/Fire Certificate requirements, including organizing and conducting fire drills.
- Maintaining statutory and best practice records and documentation, including accident reports.
- Providing sufficient first aid facilities, coverage, and accident records while complying with statutory external reporting obligations (RIDDOR).
- Recording accidents in the accident book.
- Formulating initiatives to foster a healthy working environment.

Employees with Supervisory Responsibilities

Personnel with supervisory roles must:

- Ensure that staff (including temporary workers/contractors under their supervision) comprehend and adhere to the Company Safety Policy, and appropriately document and address infringements.
- Promptly report work-related accidents or incidents to one of the Directors, as a statutory obligation mandates immediate reporting.
- Facilitate Fire Warden training.
- Ensure that personnel within their jurisdiction attend relevant health and safety training.
- Conduct regular checks on the well-being of staff working outside normal hours.
- Prioritize addressing safety concerns and subordinates' ideas.
- Collaborate with Directors in the investigation of accidents or dangerous occurrences involving staff.
- Weekly inspection of the work area to identify safety hazards.
- Carry out risk assessments for young individuals employed full-time or on work experience within their department.

Employees and Third Parties

To fulfil our legal obligations, our employees must understand their responsibility to take reasonable care of their own and their colleagues' health and safety. They must also cooperate with the Directors to enable the Company to meet its commitments.

Concerning third parties on our premises, they must conduct their activities in a manner that does not endanger our employees' health and safety. Therefore, we will oversee contractors on-site through a safe work system.

Employees are expected to contribute to the Company by:

- Working safely and efficiently.
- Complying with all safety instructions and directions issued by the Company.
- Cooperating in investigations and reporting all accidents or incidents that could result in injury.
- Reporting potential health and safety hazards, including any imminent danger, to the Directors.
- Reporting deficiencies in the Company's health and safety arrangements.
- Attending relevant health and safety training provided by the Company.

- Following instructions on health and safety matters, adhering to safe practices and procedures, and using provided protective equipment and clothing when necessary.
- Informing visitors to our premises about emergency exit routes and procedures.

Employees should understand that failing to comply with any aspect of the Company's health and safety procedures, rules, or duties, whether explicitly assigned to the employee, constitutes misconduct and will be handled according to the Company's disciplinary procedure. Serious breaches may be considered acts of gross misconduct.

Engagement of Approved Contractors

Before engaging any contractor, we will conduct checks to ensure their competence. When appropriate, we will request confirmation of professional body membership, their health & safety policy, details of intended safe work systems, and references from established companies. Special care must be taken when selecting window cleaners, electricians, and gas contractors.

Accident Reporting Under RIDDOR

The Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 1995 mandates designated responsible individuals to immediately report fatal accidents, major injury accidents/conditions, and dangerous occurrences to the relevant enforcing authority through the quickest feasible means. In case of doubt regarding reportability, please consult the Directors for guidance.

Accident details must be recorded in the accident book, kept in the kitchen drawer. If the accident results in a broken bone, a 24-hour hospital stay, a major injury, or a fatality, it must also be reported to your Local Environmental Health Officer. One of the Directors is responsible for notifying such accidents.

Reporting Potential Health & Safety Hazards and Near Misses

Upon receiving a report about a potential hazard or near miss, the Directors will investigate the report and once investigated, implement changes to mitigate or eliminate the potential health and safety hazard to the best extent possible.

Accident Investigations

After an accident, it is imperative to determine its cause and take action to prevent recurrence. The Directors will conduct accident investigations, and for each incident, an Accident Investigation Form must be completed using the provided format.

- Accident Investigation Report
- Name of Investigator: [Name]
- Date of Investigation: [Date]
- Names of Interviewed Persons: [Names]
- Cause of Accident: [Description]
- Preventive Measures: [Actions to Prevent Recurrence]
- Responsibilities and Deadlines: [Individuals and Dates]
- Recorded in Accident Book: [Yes / No]
- Reported to Relevant Bodies (e.g., HSE): [Yes / No]
- Date of Completion and Approval of Remedial Work: [Date]

Specific Hazards

Electrical Safety

Practical safety measures can significantly reduce the risks associated with electric shock, preventing injury or even fatal consequences. All electrical equipment should be handled with care and subjected to regular inspections.

It is the responsibility of every employee to conduct a routine visual assessment of electrical extension leads, plugs, sockets, and portable electrical devices for evident damage or wear before use. Should any damage or deterioration be detected, employees must refrain from using the equipment and promptly report it to one of the Directors, who will take appropriate corrective measures, such as repair or replacement.

Permanent cables should be provided for equipment that will remain stationary, each equipped with its own easily accessible switchable fuse.

For smaller equipment prone to movement or portability, flexible cables and industrial type plugs and sockets complying with BS4343 standards can be used to connect to socket outlets. The use of multiple adapters should be minimized whenever possible.

Cord grips should secure the cable at the plug entry point, and the plug should contain the appropriate fuse for the appliance. Any loose or damaged plugs must be removed from service immediately and replaced before the appliance can be used again.

Flexible cables should be positioned to avoid potential damage from crushing or exposure to heat, as well as to prevent trip hazards. Regular inspections should confirm their good condition, and any faulty cables should result in the immediate withdrawal of the associated appliance from service.

All electrical equipment should be situated as far away from water sources as possible. If there is a likelihood of water splashing or spraying in the vicinity, waterproof electrical equipment should be employed.

Unauthorised electrical equipment from employees' homes should not be introduced into the workplace. If any equipment becomes hot to the touch or exhibits signs of smoking, its use must cease immediately. A notice should be affixed to prevent further use, and the matter should be reported to one of the Directors without delay.

Housekeeping and Premises Cleanliness

To maintain a safe environment, all floors must be regularly cleaned, well-maintained, and free of obstructions. Spills should be promptly cleaned up. In cases of slippery floors, visible signage should alert individuals to the hazard. Care should be exercised during vacuuming to prevent electrical cables from posing trip hazards. Cables should be appropriately laid to avoid creating tripping hazards, and obstacles must not obstruct walkways or areas prone to tripping incidents.

Asbestos

Any property constructed on or before November 1999 must maintain an up-to-date Asbestos Register and an Asbestos Management Program, which should be available for inspection upon request by employees, visitors, and third parties. Additionally, a Duty Holder should be designated to oversee the management of any remaining asbestos on the property in accordance with the Control of Asbestos Regulations 2006. Before commencing any maintenance work, contractors must confirm

their access to the Asbestos Register and their awareness of associated risks by signing Documentary Proof.

The signed Documentary Proof should be retained indefinitely as part of the Property Records and as evidence of the Employer's Duty of Care.

Fire & Emergency

All employees, visitors, and third parties must adhere to the prescribed evacuation procedures in the event of a fire or any other emergency situation. Awareness of emergency exit locations, assembly points, and the first aid kit's location is crucial. Fire and emergency procedures should be posted adjacent to the exit door in the main reception area, with building layout drawings displaying fire alarms, extinguisher locations, and escape routes prominently.

A fire represents one of the most severe incidents that can occur within the premises. Knowing how to protect oneself and others is of paramount importance.

Upon discovering a fire or being informed of an emergency:

- Activate the fire alarm to raise the alert.
- If the fire is small and can be extinguished without endangering oneself, attempt to extinguish it using the appropriate fire extinguisher.
- New fire extinguishers are red and have a color-coded band. Exercise caution and ensure familiarity with the contents of red fire extinguishers before usage.

Remember that using incorrect fire-fighting equipment to combat a blaze beyond your capability is highly dangerous. When uncertain, leave the fire scene and evacuate.

Fire Safety

When the fire alarm is sounded:

- Stay calm and assist customers and visitors.
- Evacuate the building promptly.
- Move swiftly but quietly; avoid running.
- Whenever possible, close windows and always close doors behind you.
- Proceed directly to your designated assembly point.
- Ensure your presence is accounted for.
- Do not re-enter the building until an all-clear signal is given.

Maintenance and Testing of Fire Equipment

The Fire Safety Service and Test Records form should be routinely completed. The Building Landlord is responsible for maintaining and testing any fire equipment.

Emergency Evacuation & Fire Alarm Testing

The Building Landlord is responsible for conducting Fire Drills at least once and preferably twice a year, maintaining records of each drill. Fire evacuation procedures are displayed next to the exit door in the main reception area and at Fire Call Points.

Fire Safety Service & Testing

The Building Landlord is responsible for annual maintenance and testing of alarm and emergency lighting systems and maintaining records of such tests.

Risk Assessment

The Directors will ensure that comprehensive Risk Assessments are conducted throughout the office to identify hazards and potential risks. When applicable, corrective actions will be implemented to prevent the realization of potential risks.

Risk Assessments should encompass the following:

- Management of Health & Safety at Work, including Fire Precautions (annual fire risk assessments for all premises).
- Manual Handling Operations.
- Health & Safety (Display Screen Equipment) Regulations:
- Display Screen Equipment.
- Workstations.
- Personal Protective Equipment (PPE) at Work regulations (as applicable).
- COSHH - Control of Substances Hazardous to Health (as applicable).
- New or Expectant Mothers.
- Employment of Young Persons.

Risk Assessment Guide

In this section, careful consideration should be given to the key aspects outlined below.

- Complete column 2 of the Risk Assessment Form.
- Record all identified hazards on the risk assessment form, providing relevant details of their locations.
- Evaluate the potential risks associated with the identified hazards.
- Risk assessment involves assessing the likelihood of a hazard leading to an accident (e.g., the likelihood of someone tripping over trailing wires and sustaining an injury).
- Identify potential risks and determine whether existing precautions are sufficient. If existing precautions adequately control the risks, specify the measures in place.
- Document any corrective action required in column 5 of the Risk Assessment Form. If no action is necessary, state this on the form.
- Prioritise corrective actions in column 4 of the Risk Assessment Form:

(A) = High risk, immediate attention required

(B) = Medium risk, to be addressed within 3 months

(C) = Low risk, to be addressed within 6 months

- Complete column 6 of the Risk Assessment Form.
- Sign and date the form upon completion.

Risk Assessment Form

This document should be used alongside the risk assessment guide provided above.

Location:			
Assessor:	Date:	Page no	of

	Column 1	Column 2	Column 3	Column 4	Column 5
No	Hazard	Potential Risk	Priority	Preventative Action Taken	Signature & Date

- A – Immediate Action; High risk of injury
 B – Medium Risk; to be addressed within the next 3 months
 C – Low Risk; to be addressed within the next 6 months

Examples of Potential Hazards / Risks

Hazard	Check for Potential Risks
Trailing electrical cables	Trip, fall, electric shock
Use / condition of electrical equipment	Electric shock
Electric shock from fixed wiring circuit	Condition of electrical equipment
Use of dishwasher	Broken glass, chemicals, slippery floor
Manual handling	Moving of heavy objects (e.g., water bottles for water cooler etc.)
Removal or rubbish	Cuts from broken glass
Condition of flooring (e.g., loose carpet tiles, wet surfaces etc.)	Slips, trips and falls due to wet floors, obstructions in doorways, poor lighting etc.
Encountering aggressive behavior	Risk of being subjected to abusive behavior from the public. or staff
Over stacked shelves	Injury from falling items
Location of PC / workstation	Restriction on escape route in an emergency
Location of photocopier	Blocking pathway during maintenance causing trip or fall risks
Untidy floor	Trip or fall risk
Poor lighting	Trip or fall risk
Filing cabinets with drawers left open	Trip or fall risk

The above list serves as a guide. The specific layout, the number of employees, and the office's location may contribute to potential hazards and risks.

PPE (Personal Protective Equipment)

As an employer, we are obligated to eliminate or control risks as reasonably practicable before resorting to personal protective equipment, which will be provided to all employees at no cost.

New and Expectant Mothers

Ambitious Resources Limited is responsible for conducting workplace risk assessments for new and expectant mothers, defined as women who are pregnant, breastfeeding, or within 6 months of giving birth. This assessment should be conducted as soon as a woman of childbearing age is employed. The information must be made available to all such women, not just those who are currently pregnant or have recently given birth.

The assessment should consider hazards that may result in:

- Physical impact
- Biological infection
- Chemical infection
- High stress levels leading to high blood pressure.
- Abortion

Key considerations should include:

- Job changes where there is a risk of health issues.
- Training for mothers regarding hazards and controls
- Job changes if manual handling is involved.
- Provision of rest facilities (chairs) and adequate space
- Flexibility regarding longer breaks.

Employment of Young Persons

Before young person's begin work, Ambitious Resources Limited is required to conduct a risk assessment of workplace hazards, considering the following factors:

- The inexperience, lack of awareness of risks, and immaturity of young persons.
- Workplace and workstation layout and setup.
- Exposure to physical, biological, and chemical agents in terms of nature, degree, and duration.
- Equipment used, its form, range, and handling.
- Organization of processes and activities.
- Extent of health and safety training provided to young persons.

First Aid Box

There is no mandatory list of items for inclusion in a first-aid container. The decision on what to include should be based on information gathered during the risk assessment process.

As a general guideline, where no specific risks exist, a minimum stock of first aid items may include:

- Suggested First Aid Box Contents
- Guidance card: 1
- Individually wrapped sterile adhesive dressings (assorted sizes and appropriate to work): 20
- Sterile eye pads: 2
- Individually wrapped triangular bandages (preferably sterile): 4

- Safety pins: 6
- Medium-sized individually wrapped sterile, unmedicated wound dressings (approx. 12cm x 12cm): 6.
- Large sterile individually wrapped unmedicated wound dressings (approx. 18cm x 18cm): 2.
- Disposable gloves: 1

The Directors are responsible for ensuring that the first aid box contents are regularly checked and sufficient. The first-aid box should never contain tablets and medication. All items in the First Aid Box must not be kept beyond their expiry date.

The First Aid Box is in the cupboard in the kitchen.

First Aid

In case any employee, visitor, or third party feels unwell or is involved in an accident or needs to report one, they should promptly contact one of the Directors. In the event of a severe illness or injury, the Directors will decide for them to receive care at the nearest hospital.

Drug Misuse, Alcohol & Smoking Policy

Drug Misuse

During working hours, whether in the office or other work-related situations, employees are strictly prohibited from being under the influence of any drugs. Ambitious Resources Limited's drug misuse policy aims to minimize the potential impact of drug abuse on users, colleagues, and the public.

- No drugs, unless medically prescribed, should be brought onto work premises.
- Any trafficking or possession of illegal drugs will be reported to the police.
- Employees with drug-related problems will receive the same rights to confidentiality and support as those with medical or psychological issues.
- Employees must inform one of the Directors if they are taking any drugs that may affect their job performance, enabling appropriate measures to minimize the risk of accidents or injuries.

Alcohol

The consumption of alcohol can lead to workplace accidents, even with slight intoxication affecting concentration, judgment, and physical coordination. The Directors may permit the serving of alcoholic beverages during certain occasions, but employees must maintain professional behaviour at all times.

Any employee found unfit to work due to alcohol consumption will be sent home and will not receive pay for the corresponding absence period.

Disciplinary Action Relating to Drugs & Alcohol

Disciplinary action may be taken under the following circumstances:

- An employee taking non-prescribed drugs impairing their ability to work or causing conduct endangering the health and safety of others.
- Acts of violence, drunkenness, including physical assault.
- Conduct that brings disrepute to the Company or the employee or results in a loss of clients, temporary workers, applicants, or business.

Smoking

All Ambitious Resources Limited workplaces are designated as smoke-free environments, ensuring that employees, consultants, contractors, customers, and visitors have the right to work in a smoke-free space. Smoking is prohibited in all enclosed and substantially enclosed premises within the workplace, including company vehicles.

Display Screen Equipment

To safeguard the health and safety of all staff, Ambitious Resources Limited commits to:

- Assessing risks associated with the use of display screen workstations.
- Implementing necessary measures to minimize identified risks reasonably.
- Planning display screen work to include regular breaks or changes of activity to prevent prolonged screen use.
- Providing appropriate health and safety training and information for display screen users.
- Monitoring the effectiveness of this policy.

In cases of problems arising from display screen equipment use, employees should:

- Inform their line manager.
- In the case of adverse health or medical conditions, inform one of the Directors, who will arrange for an examination by a local doctor.
- Under the Health & Safety (Display Screen Equipment) Regulations 1992, employers must assess the risks related to display screen equipment use:
- Company personnel have received training as internal workstation assessors and will conduct individual workstation assessments.
- All display screen equipment users will undergo periodic assessments.
- Workstation assessments will be reviewed or repeated upon significant changes to workstations or tasks or if users report problems.
- Directors will review assessment forms, take necessary actions, and provide items such as footrests or document holders.
- Assessment records will be maintained, even when no issues are identified, with copies available to users and retained by the Directors.

Posture

Prolonged computer use in the workplace can lead to health issues, particularly when certain muscle groups are exposed to prolonged unnatural strain. Such strain can result in inflammation and, if unaddressed, may cause permanent muscle damage. Situations may arise where keyboard usage, typically a part of an individual's workload, suddenly increases, placing pressure on the back, arms, wrists, and hands. Prevention is key, and checks should be made on the working environment to ensure correct sitting posture.

Under the Management of Health & Safety Regulations, annual Health & Safety Risk Assessments are required. If there are significant changes to a workstation or tasks or if any problems arise, employees should contact one of the Directors, who will arrange a repeat Workstation Assessment and implement necessary remedial actions.

Considerations for seating and posture for typical office tasks include:

- Correctly adjusted seat backs providing adequate lumbar support.
- Properly adjusted seat heights.
- No undue pressure on the undersides of thighs and backs of knees.
- Provision of foot support as needed.
- Ample space for postural changes without desk obstructions.
- Forearms approximately horizontal.
- Minimal extension, flexion, or deviation of wrists.
- Screen height and angle promoting comfortable head positioning.
- Adequate space in front of the keyboard to support hands/wrists during keying pauses.
- Provision of a document holder if required.
- Manual Handling Procedures

Information & Training

Employees involved in manual handling tasks will receive Kinetic Handling Training when required. They will also be provided with the HSE leaflet "Lighten the Load" - A Guide for Employees. To ensure staff's health and safety, Ambitious Resources Limited will:

- Avoid hazardous manual handling operations whenever reasonably possible.
- Assess risks arising from unavoidable operations.
- Minimize injury risks reasonably.
- Ensure that loads are marked with relevant handling information.
- Provide training on manual handling principles and health risks, emphasizing risk avoidance.
- Monitor the effectiveness of this policy.

Procedures for Dealing with Health & Safety Issues Relating to Manual Handling

When problems related to manual handling arise, staff should immediately inform one of the Directors. In cases of adverse health or medical conditions, the Directors should also be informed.

Procedures for Carrying Out Manual Handling Assessments

For hazardous manual handling operations that cannot be avoided, a qualified external assessor will undertake assessments. These assessments will cover jobs with a significant injury risk, and generic assessments may be conducted for similar tasks. Assessments need to be reviewed or repeated when there are significant changes to the manual handling operation, if injuries occur, or if staff indicate issues.

Implementing Remedial Actions

Assessment forms will be submitted to the Directors, who will implement necessary remedial actions based on the findings. Records of assessments will be kept, even when no problems are identified, with copies provided to employees and retained by the Directors.

Control of Substances Hazardous to Health (COSHH)

COSHH regulations require employers to control hazardous substances. Ambitious Resources Limited aims to reduce exposure to hazardous substances by:

- Identifying health hazards.
- Implementing measures to prevent harm.
- Providing and maintaining control measures.
- Ensuring proper labelling of loads.

- Offering information, training, and supervision.
- Conducting monitoring and health surveillance as needed.
- Preparing for emergencies.

Health and safety data sheets for all substances used will be provided by suppliers. COSHH assessments will be conducted.