

Health and Safety Policy

Company Name:	SKAT Limited ('the Company')
Date:	09/03/2019

SECTION 1: General statement of policy

Company Policy

It is the policy of SKAT Limited to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information and training as they need for this purpose.

SKAT Limited accepts its responsibility for health and safety of other persons who may be affected by SKAT Limited's activities.

Following the identification of work-related risks and hazards, SKAT Limited will take preventative and protective measures. It is also the policy of SKAT Limited to ensure that its business is conducted in a manner so as to reduce the risks to members of the public. SKAT Limited may require you to attend such training and/or induction programmes in order to meet the aims of SKAT Limited.

The allocation of duties for safety matters, the identity of competent persons appointed with particular responsibilities, and the arrangements made to implement this policy are set out in this policy and in associated health and safety records.

This policy will be kept up to date, to reflect changes in the nature and size of SKAT Limited. To ensure this, the policy and its effectiveness will be reviewed annually.

Company's responsibilities

It is the duty of management to:

- provide and maintain systems of work that are safe and without risk to health;
- ensure safety and the absence of risks to health in connection with handling of equipment, storage and transport;

- provide information, instruction, training and supervision;
- maintain all places of work in a safe condition;
- provide and maintain a safe working environment.

Your responsibilities

All employees and workers have a duty in law to act responsibly and to take reasonable care for the health and safety at work of both themselves and their colleagues. This duty can be carried out by:

- working safely and efficiently;
- adhering to SKAT Limited procedures for securing a safe workplace. Individuals will be nominated to undertake health and safety duties as required.
- reporting incidents that have led to injury or damage;

All such incidents must be recorded and reported to Sohini Biswas using the internal report form. Any failure to adhere to this policy and the procedures set out in it will be considered a serious disciplinary offence and is one which may lead to dismissal as stated in SKAT Limited's Disciplinary policy.

Fire & Emergency

You must observe the evacuation procedures laid down in the event of a fire or any other emergency situation. You must be aware of the location of the emergency exits, assembly points and first aid kit. Procedures to be carried out in the event of a fire or emergency will be found on the notice board.

SECTION 2: Responsibilities

Ultimate responsibility for health and safety rests with the Board of Directors. Those named must be fully aware of their duties, details of which should be included in their job description.

1. Overall and final responsibility within SKAT Limited rests with:

Name: Desi Gray

Status: Company Director

Telephone: 01223 914 194

Email: desi.gray@skat.uk.com

2. Person responsible for ensuring this health and safety policy is put into practice on a day-to-day basis is:

Name: Sohini Biswas

Status: Company Director

Telephone: 01223 914 194

Email: sohini.biswas@skat.uk.com

3. In the absence of the person named in 2 (above), s/he will be deputised by:

Name: Desi Gray

Status: Company Director

Telephone: 01223 914 194

Email: desi.gray@skat.uk.com

4. In the event of accidents and dangerous occurrences, such incidents should be reported to:

Name: Sohini Biswas

Status: Company Director

Telephone: 01223 914 194

Email: sohini.biswas@skat.uk.com

SECTION 4: Accident reporting

Accident

Accident arising out of or in connection with the work of our business which is covered by the Regulations and involves:

Who was injured?

One of our employees, temporary workers, a trainee at work or a self-employed person working on our premises; or

What type of injury?

Injury causing incapacity for

Fatal or specified major injury or condition

Other injury

Action required?

We notify the Enforcing Authority

We send a written report on an approved form to the Enforcing Authority within 15 days of the accident.

We make and keep a record of the accident

SECTION 5: Emergency services

1 Nearest Hospital with a Casualty Department:

Name: Addenbrooke's Hospital

Address: Biomedical Campus, Hills Road,
Cambridge, CB2 0QQ

Telephone Number: 01223 245 151

2 Police Station

Name: Histon Police Station

Address: 15 Mowlam Close, Impington,
Cambridge, CB24 9NA

Telephone Number: 01480 456 111

3 Fire Station

Name: Parkside Community Fire Station

Address: Parkside, Cambridge, CB1 1JF

Telephone Number: 01223 376 201

4 Gas

Name: Bulb

Address: 155 Bishopsgate, Spitalfields,
London EC2M 3TQ

Telephone Number: 0300 303 0635

5 Electricity

Name: EON

Address: n/a

Telephone Number: 0345 052 0000

6 Water

Name: Cambridge Water

Address: Cambridge

Telephone Number: 01223 706 050

7 Employer Contact

Name: Sohini Biswas

Address: 89a Chieftain Way, Cambridge,
CB2 2EF

Telephone Number: 07956192838

SECTION 6: Fire safety

It is essential that adequate equipment and staff training is provided on this subject.

1. Facilities:

Number/location of escape routes: 2/Front and rear of building

Number/location of fire extinguishers: 1 in kitchen

Number/location of fire alarms: 1 in kitchen/ 1 carbon monoxide on each floor

Checked by: Sohini Biswas

Frequency:

2. Fire Safety Training Officer:

Name: Desi Gray

Status: Director

Telephone extension: 01223 914 194

Mobile phone:

Email: desi.gray@skat.uk.com

3. Fire Drills are the responsibility of:

Name: Desi Gray

Status: Director

Telephone extension: 01223 914 194

Mobile phone:

Email: desi.gray@skat.uk.com

Frequency:

4. Fire equipment maintenance company:

Name: N/A

Address:

Telephone Number:

Email:

SECTION 7: Workplace equipment

All workplace equipment should be treated with respect and checked regularly

Responsibility for inspecting all workplace equipment:

Name: Sohini Biswas

Status: Director

Location/address: 89a Chieftain Way, Cambridge, CB4 2EF

Telephone number: 01223 914 194

Mobile phone: 07956192838

Email: sohini.biswas@skat.uk.com

Frequency of Inspections: Every Year

Fixed equipment: TV, Microwave, Desktop, Landline

Portable equipment: Laptops, Mobile phones

Records located at: Cloud

Companies/Persons responsible for maintenance and repair:

Name: Sohini Biswas

Status: Director

Location/address: 89a Chieftain Way, Cambridge, CB4 2EF

Telephone number: 01223 914 194

Mobile phone: 07956192838

Email: sohini.biswas@skat.uk.com

Inspection procedure:

General rules governing the safe use of portable electrical equipment:

SECTION 8: Health and safety training

Good training will ensure that employees are competent to carry out their tasks, thus reducing risk to health and safety.

Person(s) responsible for health and safety training within SKAT Limited:

Name(s): Sohini Biswas

Status: Director

Telephone extension: 01223 914 194

Mobile phone: 07956192838

Email: sohini.biswas@skat.uk.com

SECTION 9: Information, instruction and supervision

Health and safety information can be found on our website and also in policies folder

Person(s) responsible for ensuring any necessary risk assessments are carried out by the other employer:

Name(s): Desi Gray and Sohini Biswas

Status: Company Directors

Telephone: 01223 914 194

Email: desi.gray@skat.uk.com, sohini.biswas@skat.uk.com

Person(s) responsible for ensuring that all employees and temporary workers, who work at locations under the control of other employers, are given all the health and safety information relevant to the other employer and their assignment (including whether personal protective equipment is required and if so, how it will be supplied):

Name(s): Desi Gray and Sohini Biswas

Status: Company Directors

Telephone: 01223 914 194

Email: desi.gray@skat.uk.com, sohini.biswas@skat.uk.com

Person(s) responsible for ensuring all employees and temporary workers working at location(s) under the control of another employer receive the necessary health and safety training:

Name(s): Desi Gray and Sohini Biswas

Status: Company Directors

Telephone: 01223 914 194

Email: desi.gray@skat.uk.com, sohini.biswas@skat.uk.com

SECTION 10: Noise and temperature

Excessive noise impairs hearing and increases pulse rate, blood pressure and breathing rate. Noise levels will be assessed and any risks prevented. Similarly, the temperature inside the premises will be kept at a reasonable level.

Person Responsible for assessing noise and temperature levels:

Name: Sohini Biswas

Status: Director

Telephone extension: 01223 914 194

Mobile phone: 07956192838

Email: sohini.biswas@skat.uk.com

Records located at:

Section 12: First aid and medical facilities on SKAT Limited's premises

First Aid requirements must be met for all employees whether they are working at the designated premises or elsewhere. Employees must be made aware of the provision, and records must be kept of treatment administered.

First-Aiders:

Name: Sohini Biswas

Status: Director

Telephone extension: 01223 914 194

Mobile phone: 07956192838

Email: sohini.biswas@skat.uk.com

First-Aid Box/First Aid Room is located at: kitchen under the sink

The Accident Book is located at: Filing cabinet in office

The following is a guide to the contents of SKAT Limited's first-aid box:

FIRST-AID BOXES		TRAVELLING FIRST AID KITS	
Guidance Card	1	Guidance Card	1
Individually wrapped sterile adhesive dressings (assorted sizes and appropriate to work e.g. detectable for food handlers)	20	Individually wrapped sterile adhesive dressings	6
Sterile eye pads	2		
Individually wrapped triangular bandages (preferably sterile)	4	Triangular bandages	2
Safety Pins	6	Safety Pins	2
Medium sized individually wrapped sterile unmedicated wound dressings (approx. 12 x 12cm)	6	Individually wrapped moist cleaning wipes	Several
Large sterile individually wrapped unmedicated wound dressings (approx. 18 x 18cm)	2	Large sterile unmedicated dressing (approx. 18 x 18cm)	1
Disposable gloves	1	Disposable gloves	1