

London Sustainability Exchange Health & Safety Policy Statement

This is the health & safety policy statement of London Sustainability Exchange (LSx).

LSx provides organisations and networks of individuals with the motivation, knowledge, and connections they need to put sustainability into practice.

Our statement of general policy is:

- to provide adequate control of the health & safety risks arising from our work activities
- to consult with our employees on matters affecting their health & safety
- to provide and maintain safe equipment
- to provide information, instruction and supervision for workers
- to ensure all workers are competent to do their tasks and to give them adequate training
- to prevent accidents and work related ill health
- to maintain safe and healthy working conditions
- to review and revise this policy as necessary at regular intervals

Signed

A handwritten signature in black ink that reads "Samantha Heath". The signature is written in a cursive, flowing style.

Date

12/11/07

Review date

01/11/08

Responsibilities

Overall and final responsibility for health & safety is that of the Director. Day to day responsibility for ensuring this policy is put into practice is delegated to the Operations Coordinator via regular risk assessments, enforcement of necessary actions and regular review of policies and procedures.

All employees must:

- cooperate with supervisors and managers on health & safety matters
- not interfere with anything provided to safeguard their health & safety
- take reasonable care of their own health & safety
- report all health & safety concerns to an appropriate person (as detailed in this policy statement)

Health & safety risks arising from our work activities

Risk assessment will be undertaken by the Operations Coordinator. The findings of the risk assessment will be reported to the Director. Action required to remove / control risks will be approved by the Director.

LSx's Director will be responsible for ensuring the action required is implemented and the Operations Coordinator will check that the implemented actions have removed / reduced the risks

Our assessments will be reviewed every month or when the work activity changes, whichever is soonest.

Arrangements

Consultation with employees

We consult with our employees by ensuring health & safety issues are a standing item on team meeting agendas.

We accept that all staff could be affected by excessive pressure at work - from work demands, lack of job control, too little support from colleagues, not knowing their role, poor relationships, or badly managed change. We will discuss and agree work plans and work objectives with staff each year and have an open door policy for workers to discuss concerns. All staff are asked to raise issues concerning excessive work pressures and stress. Bullying and other negative behaviour is unacceptable.

Safe plant and equipment

Operations Coordinator will be responsible for:

- identifying all equipment needing maintenance
- ensuring effective maintenance procedures are drawn up
- ensuring that all identified maintenance is implemented
- checking that new plant and equipment meets health & safety standards before it is purchased

Any problems found with plant / equipment should be reported to the Director.

Information, instruction and supervision

The health & safety law poster is displayed in the kitchen. Leaflets and other information are available from <http://www.hse.gov.uk/>. Health & safety advice is available from <http://www.hse.gov.uk/>.

Competency for tasks and training

Induction training for all employees will be provided by the Operations Coordinator.

Job specific training will be identified and monitored by line managers.

Accidents, first aid and work related ill health

The first aid box(es) are kept in the kitchen and restocked by the Operations Coordinator. The appointed persons / first aider(s) are Jane Mulholland and Lakhbir Mann. All accidents and cases of work related ill health are to be recorded in the accident book. The book is kept by Operations Coordinator who is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority by

- **Telephone:** 0845 3009923
- **Internet:** <http://www.riddor.gov.uk/>
- **Form:** by completing the relevant hard copy form and sending:
- **By Fax:** 0845 3009924

- **By post to:**

Incident Contact Centre

Caerphilly Business Park, Caerphilly, CF83 3GG

Monitoring

To check our working conditions, and make sure our safe working practices are being followed we will do regular risk assessments. The Operations Coordinator is responsible for investigating work related cases of sickness absence and responsible for acting on any investigation findings to prevent a recurrence.

Fire and emergency

The Operations Coordinator is responsible for making sure that a fire risk assessment is carried out and implemented. Escape routes are checked by the Operations Coordinator every week.

The fire extinguishers will be maintained and checked by Safelincs Ltd every 6 months. Alarms are tested by the landlord every 6 months. Emergency evacuation will be tested every 6 months by doing a test evacuation.