



Health and Safety Policy

General Statement

Metaverse VR is committed to ensuring the health, safety and welfare of its employees, so far as is reasonably practicable. We also fully accept our responsibility for others who may be affected by our activities, such as contractors, visitors and members of the public. We will take steps to ensure that our statutory duties are always met.

Each employee will be given such information, instruction, and training as is necessary to ensure that they can carry out their work tasks safely.

It is the duty of management to ensure that all processes and systems of work are designed to take account of health and safety and are properly supervised at all times.

Adequate facilities and arrangements will be maintained to enable employees and their representatives to raise issues of health and safety.

Competent people will be appointed to assist us in meeting our statutory duties including, where appropriate, specialists from outside the organisation.

Every employee must co-operate with us to enable all statutory duties to be complied with. The successful implementation of this policy requires total commitment from all levels of employee, from the boardroom to the shopfloor. Each individual has a legal obligation to take reasonable care for their own health and safety, and for the safety of other people who may be affected by their acts or omissions. Full details of the organisation and arrangements for health and safety will be set out in separate documents.

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed annually and, if necessary, revised in the light of any legislative or Organisational changes.

A handwritten signature in black ink, appearing to read 'Toby Everitt'.

Toby Everitt
Chief Executive Officer

September 2026

Organisational Arrangements

To ensure that health and safety is successfully managed within the organisation, the following responsibilities have been allocated.

Overall Responsibility

The CEO and SLT have overall responsibility for health, safety and welfare of Metaverse VR. The day-to-day management responsibilities are delegated to the People Operations Lead.

Organisational Responsibility

Metaverse VR commits to:

- Establish and implement a health and safety management system to manage the risk associated with our premises and activities.
- Regularly monitor our performance and revise our health and safety management system as necessary, to ensure we achieve our objective of continuous improvement.
- Provide sufficient resources to meet the requirements of current health and safety legislation and aim to achieve the standards of good practice applicable to our activities.
- Actively promote an open attitude to health and safety issues, encouraging staff to identify and report hazards so that we can all contribute to creating and maintaining a safe working environment.
- Communicate and consult with our staff on all issues affecting their health and safety and, in doing so, bring this policy to their attention.
- Provide adequate training for our staff to enable them to work safely and effectively, and to ensure they are competent and confident in the work they carry out.
- Carry out and regularly review risk assessments to identify hazards and existing control measures; we will prioritise, plan and complete any corrective actions required to reduce risk to an acceptable level.
- Maintain our premises and work equipment to a standard that ensures that risks are effectively managed.

- Ensure that responsibilities for health and safety are allocated, understood, monitored and fulfilled.
- Provide health surveillance for staff where appropriate and maintain records.
- Co-operate with other organisations in these premises to ensure that they are aware of any risks to their staff and other people posed by our activities, that we are aware of any risks to our staff from their activities, and that we comply with the relevant requirements of fire legislation.

Management Responsibility

Managers are responsible for ensuring that the safety policy is implemented within their own departments. Managers must monitor the workplace to ensure that safe conditions are maintained. Where risks are identified the manager must ensure that these are rectified, so far as is reasonably practicable.

Management duties include the following.

- Ensuring that employees, contractors, and visitors are aware of any safety procedures.
- Establishing that all equipment, used are suitable for the task and are kept in good working condition; this includes the regular maintenance and servicing of equipment.
- Providing adequate training, information, instruction and supervision to ensure that work is conducted safely.
- Taking immediate and appropriate steps to investigate and rectify any risks to health and safety arising from the work activity.
- Bringing to the prompt attention of senior management any health and safety issue that requires their attention.
- Ensuring that all accidents and “near misses” are properly recorded and reported and that an investigation is carried out to determine causal factors.
- Maintaining safe access to and egress from the workplace at all times.

Managers dealing with particular topic areas will be advised of any specific health and safety duties. (for example VR Controllers will be made aware of trip risks)

Employee Responsibility

All employees must:

- Take reasonable care for their own health and safety.
- Consider the safety of other persons who may be affected by their acts or omissions.
- Work in accordance with information and training provided.
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons.
- Report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay.
- Not undertake any task they are not trained or authorised to do.

Health and Safety Assistance

Competent persons have been appointed to assist us in meeting our health and safety obligations. These people have sufficient knowledge and information to ensure that statutory provisions are met, and that the safety policy is being adhered to.

Names, job titles and functions of these people are listed below.

- **Health and Safety Officer**
Nicola Green, People Operations Lead
- **First Aider's**
First Aid at Work Courses completed by MVR employees and First Aid Pack located in reception area
- **Fire Marshal**
Nicola Green, People Operations Lead
- **Employee Safety Representatives**
Claire Jones, Chief Operating Officer
Nicola Green, People Operations Lead
- **Welfare Officer**
Nicola Green, People Operations Lead

The company recognises that there may be occasions when specialist advice is necessary. In these circumstances, the services of competent external advisors will be obtained.

First aid: The company will maintain suitable numbers of first-aid personnel to deal with minor accidents and emergencies at the workplace. These personnel will have sufficient training and qualifications in accordance with statutory requirements. Identities of first aiders will be displayed throughout the workplace.

Emergency Procedures: Are designed to give warning of imminent danger and to allow personnel to move to a place of safety. The manager of each department is responsible for ensuring that all employees and visitors within the area are informed of, and are fully conversant with, emergency procedures.

Fire Marshals: All MVR employees aware of fire procedures, they will be given adequate instruction to ensure effectiveness.
(Fire Marshall training provided)

Health Surveillance: We will ensure that health surveillance of individuals is provided where required under statutory provisions or where this would be of benefit to maintaining health, safety and welfare.

Information and Communication: We will ensure that suitable and relevant information relating to health, safety and welfare at the workplace is disseminated to staff and non-employees.

Statutory Notices: Will be displayed throughout the workplace.

Whole Team Briefs: Will be held regularly during which time matters arising in connection with health and safety will be discussed.

Safety Arrangements

Safety Arrangement 1-1 Managing Safety and Health at Work

We recognise the business benefits that can accrue from the effective management of safety and health at work. To obtain these benefits for our company we have recognised the need for an effective management system and have taken steps to put such a system in place.

We have done this by:

1. Nominating an individual member of staff to take responsibility for managing safety and health at work.
2. Providing adequate resources.
3. Providing such health and safety information, instruction and training for all workers as is necessary for them to be able to work without risk to their health or safety so far as is reasonably practicable.
4. Recording and analysing all reportable accidents, minor accidents, near-miss incidents and dangerous occurrences.
5. Reporting reportable accidents within the statutory timescales (information is in our Guidance Notes).
6. Providing and recording relevant training.
7. Routinely reviewing the operation of our reporting system.
8. Having access to competent health and safety advice. Bright Safe: 0844 728 0251

Safety Arrangement 1-1 Managing Safety and Health at Work

In order to meet our legal obligations to manage safety and health at work we need to:

1. Identify a person to take responsibility for managing health and safety in our business activities.
2. Ensure that the responsible person understands their duties and responsibilities.
3. Provide adequate training for that person.
4. Give that person the authority required and the resource necessary for them to fulfil their role.
5. Plan our management of health and safety at work, set up and maintain systems that will deliver a satisfactory health and safety performance.
6. Explain to our workers, Supervisors and Managers the nature of our arrangements for managing health and safety at work.
7. Ensure that all our workers are aware of the need to make concerns about health and safety at work known and report accidents, incidents and cases of work-related ill health to their managers.
8. Review our arrangements from time to time to ensure that they are fully understood and are operating correctly.

Advice and guidance on the reporting requirements and reporting system can be found in our Guidance Note 1-1 – Managing Safety and Health at Work Office – Guidance Notes stored on login.brighthr.com

Safety Arrangement 1-3 Accident, Incident, Ill-Health Reporting and Investigation

We encourage our employees to report all personal injury accidents, near miss incidents (dangerous occurrences) and ill-health that happen in the course of their work so that we can investigate the causes, learn from experience and improve our management of health and safety. We also use the information to help us meet our obligations under the legislation requiring accidents to be reported to the Enforcing Authority.

We do this by:

1. Nominating an individual member of staff to be responsible for investigating, recording and reporting accidents, incidents and cases of work-related ill-health.
2. Having accident, incident and work-related ill-health reporting procedures.
3. Recording and analysing all reportable accidents, minor accidents, near-miss incidents (dangerous occurrences) and work-related ill-health.
4. Reporting reportable accidents, dangerous occurrences and work-related ill-health within the statutory timescales (information is in our Guidance Notes).
5. Developing and implementing investigation protocols and policies.
6. Providing and recording relevant training.
7. Ensuring that those carrying out investigations are competent.
8. Routinely reviewing the outcome of investigations and the operation of our reporting system.

Safety Arrangement 1-3 Accident, Incident, Ill-Health Reporting and Investigation

In order to meet our legal obligations to manage effectively the health and safety of our workforce and report accidents, incidents and cases of work-related ill health to the Enforcing Authority we need to:

1. Identify people to be responsible for investigating the cause of injuries, incidents and ill-health and to manage our reporting arrangements.
2. Ensure that the people nominated with responsibility for these arrangements have the knowledge and experience to carry out investigations and operate the system effectively.
3. Provide suitable training for those who don't – mandatory training.
4. Create the systems and make sure all members of our workforce, including managers and supervisors are aware of and understand them.
5. Provide an accident book, implement the procedures, and ensure that they are followed in practice.
6. When investigating consider:
 - The time and date of the event, the prevailing weather conditions and local lighting.
 - What was happening or what the injured person and any witnesses were doing.
 - Risk assessments or safe systems of work for the task being carried out and details of relevant training given to the injured party and others involved.
 - Obtaining witness statements, where possible.
 - Making a sketch of the accident area, include accurate measurements, if appropriate. taking photographs of the site; record any unusual or causal features present. making observational notes on the potential causation, noting features, equipment defects or work practice that may have contributed to the eventual outcome.

- the underlying, as well as the immediate, causes of the event.

7. Keep a written record of investigations.
8. Review the causes of the events that have occurred to consider whether similar events could be prevented by the introduction of reasonably practicable control measures.
9. Monitor and review the operation of this procedure from time to time to check that the investigation and reporting procedures are understood, are being followed in practice and that lessons learned are being put into practice.

For information and advice see; Guidance Note 1-3 – Accident, Incident and Ill-Health Reporting. Guidance Note 1-4 – Accident Investigation – Office Guidance Notes stored on login.brightthr.com

Safety Arrangement 1-6 Risk Assessment and Hazard Reporting

We have a duty to assess the significant risks arising out of our business activities and for specific areas of concern. We have a duty to implement the findings of these risk assessments to ensure the safety, health and welfare of our employees and others who may be affected by our work activity.

To support this process and our management of health and safety we encourage our employees to report all hazards observed in the course of their work, so that potential risks can be identified, and the appropriate action taken.

We do this by:

1. Nominating senior staff members to oversee our risk assessment process and hazard reporting procedure.
2. Ensuring that risk assessments are undertaken by competent, trained personnel.
3. Developing risk assessments procedures, Safe Systems of Work and measures to effectively control the work activities within our work premises.
4. Explaining the results of risk assessments to our workforce.
5. Implementing the findings of the risk assessments, procedures, strategies, Safe Systems of Work and control measures.
6. Implementing hazard reporting procedures and explaining them to our workforce.
7. Recording and analysing hazards when they occur and investigating corrective and preventive measures.
8. Employees and others following our procedures, control measures and Safe Systems of Work.
9. Regular review of existing risk assessments and identifying the need for additional assessments.
10. Providing and recording relevant training.
11. Routinely reviewing the operation of our systems.

We use the experience from operating these arrangements to make improvements to our safety, health and welfare management system.

Safety Arrangement 1-6 Risk Assessment and Hazard Reporting

For our risk assessment process to be sufficiently robust to protect the health, safety and welfare of our employees and those affected by our work activity we need to

1. Nominate a member of staff to take responsibility for identifying hazards and managing and coordinating risk assessment.
2. Appoint and train enough staff in the process of risk assessment.
3. Systematically identify the hazards to which our workforce and others are exposed.
4. Provide a means for the workforce to identify and report hazards or potential hazards to their managers.
5. Consider the risks from those hazards, however recognised, identifying people at risk.
6. Evaluate the risks and decide if further precautions are required.
7. In significant cases, record our findings.
8. Implement those findings.
9. Involve Managers and workers in identifying hazards and carrying out risk assessments.
10. Explain the results of risk assessments to any affected staff and detail any new precautions or systems of work they need to follow.
11. Review risk assessments on a regular basis, commensurate to the risk.
12. Review our arrangements from time to time to ensure that they are fully understood and operating correctly.

For information and advice see: Guidance Note 1-6 – Hazard Reporting. Guidance Note 1-10 – Risk Assessment – Office Guidance Notes stored on login.brightthr.com

Safety Arrangement 1-7 Occupational Health and Health Surveillance

We have a duty to ensure the health and wellbeing of our employees who may be affected by the incidence of ill health arising from their work activities. We shall implement systematic, regular and appropriate procedures to detect early signs of work-related ill health among employees exposed to certain health risks; and acting on the results.

We do this by:

1. Nominating senior staff members to coordinate and manage health surveillance screening programmes.
2. Developing and implementing strategies, procedures etc.
3. Ensuring that the development of the strategies and procedures relating to health surveillance are undertaken by competent, trained personnel.
4. Ensuring that Managers, employees and others follow our procedures and rules.
5. Providing and recording relevant training.
6. Recording Health Surveillance.
7. Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we coordinate health surveillance.

Safety Arrangement 1-7 Occupational Health and Health Surveillance

To set up a health surveillance system we need to:

1. Consider our activities and identify where and when workers may be exposed to health risks.
2. Risk assess that work, identifying if any exposure is above the limit value or the action value set by law.
3. Where exposure is above the exposure limit take immediate steps to reduce exposure to below the limit value.
4. Consider issues including:
 - Are any groups or individual workers at particular risk?
 - Health Surveillance is normally required for exposure to.
 - Chemical hazards – dusts, fumes, solvents, liquids or gases.
 - Biological hazards – bacteria, viruses, animals, plants and food stuffs.
 - Physical hazards – musculoskeletal injuries, noise, vibration, extreme heat and cold.
 - Stress – excessive workloads and tasks which affect their emotions.
 - Asbestos, lead, work in compressed air.
 - What is the level of surveillance required?
 - A ‘responsible person’ looking for a clear reaction where someone is working with something that could harm their health, e.g. checking for skin damage on hands where solvents are being used.
 - A ‘qualified’ person asking employees about symptoms of ill health or inspecting or examining individuals for signs of ill health, e.g. conducting a hearing test, or a lung function test.
 - Medical surveillance by a doctor, which can include clinical examinations to look for a reaction from exposure to some chemicals.
 - Keeping confidential individual health records where required
5. Are baseline health assessments required when a person takes up or changes job?
5. Explain these arrangements to our workforce. Ensure they are understood.
6. Provide regular training where required and information for staff nominated with responsibility.
7. Implement the procedure and ensure that it is followed in practice.
8. Report cases of whole-body vibration which result in a worker being unfit for work and which are confirmed by a medical practitioner to the Enforcing Authority.
9. Monitor and review the operation of this procedure from time to time making changes identified as necessary.

Information and advice on health surveillance can be found in – Guidance Note 1-7 – Office Guidance Notes stored on login.brightthr.com

Safety Arrangement 1-8 Substance and Alcohol Abuse

We have a duty to protect the safety, health and welfare of our employees and others from the hazards that may arise as a result of workers abusing alcohol and other substances.

We do this by:

1. Nominating senior staff members to coordinate and manage our substance and alcohol abuse policies and provision.
2. Developing and implementing strategies, policies and procedures.
3. Providing competent accredited trained personnel to provide support and counselling services.
4. Employees and others adhering to the contents of our procedures and policies.
5. Providing and recording relevant training
6. Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from substance abuse.

Safety Arrangement 1-8 Substance and Alcohol Abuse

To protect workers and others from the risks of working with people who abuse substances and alcohol we need to:

1. Develop a policy for dealing with workers whose abuse of substances and alcohol put other people at work at risk.
2. Consider:
 - The problem should be treated as an illness.
 - The problem can be successfully treated.
 - Disciplinary action is a last resort.
 - Sufferers may find it difficult to admit to a problem.
 - It is easier to act in the early stages of the condition.
 - Staff should be able to identify early signs of problems.
 - Advice is available from many organisations including local Health Authorities.
3. Develop a policy and procedure based on these considerations.
4. Explain these arrangements to our workforce. Ensure they are understood.
5. Provide training and information, where required, for staff nominated with responsibility so that they are able to identify workers with substance abuse problems.
6. Implement the procedure, identify who is to provide support and counselling services and ensure that it is followed in practice.
7. Ensure that staff, particularly Managers and Supervisors, remains aware of our procedure although we hope and expect it will not be required in practice.
8. Monitor and review the operation of this procedure whenever it has been used, making changes identified as necessary or beneficial.

Information and advice on this subject can be found in our Guidance Note 1-8 – Substance and Alcohol Abuse – Office Guidance Notes stored on login.brighthr.com

Safety Arrangement 1-9 Purchasing

We have a duty to ensure the safety, health and welfare of our employees and others who enter our premises, and we have systems in place to protect these groups from any adverse effects of all, equipment, supplies and substances that we purchase to support our work activities.

Our systems consist of:

1. Nominating senior staff members to identify and manage the organisation's safe purchasing requirements.
2. Developing and implementing a purchasing policy, identifying the safest available options.
3. Ensuring that the equipment purchased is safe, adequate and suitable for its purpose, and that safety devices and other control measures are fitted as required.
4. Providing adequate and sufficient personal protective equipment to employees as required.
5. Providing relevant training as required.
6. Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to our purchasing policy.

Safety Arrangement 1-9 Purchasing

To ensure that we purchase work equipment and substances that are safe, so far as is reasonably practicable, when used by our workers and others we need to:

1. Identify who in our company is authorised to purchase equipment, supplies, and substances. Consider whether they need specific training for certain health and safety conditions.
2. Consider where we buy equipment and substances.
3. Obtain Manufacturer's Safety Data Sheets for the substances we purchase and consider the hazard and risk data provided.
4. When buying equipment specify in purchase orders that it complies with relevant European or National Standards.
5. On receipt of new equipment check that where relevant it bears compliance markings.
6. Involve workers in developing a procedure based on these considerations.
7. Explain these arrangements to our workforce. Ensure they are understood.
8. Provide training where required and information for staff nominated with responsibility.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time, making changes Identified as necessary or beneficial.

Information and advice about health and safety on this subject can be found in our Guidance Note 1-9 – Purchasing – Office Guidance Notes stored on login.brightthr.com

Safety Arrangement 1-11 New and Expectant Mothers

We have a duty to protect the health of new and expectant mothers from hazards that might be present in the workplace. We also have a duty to assess the risks to women of childbearing age from our activities and inform them of any potential risks that might affect a pregnancy.

We do this by:

1. Nominating senior staff members to identify and assess the hazards which pose risk to new and expectant mothers.
2. Developing and implementing systems and procedures that will protect all women of childbearing age from risks to unborn children.
3. Developing and implementing systems and procedures that will protect new and expectant mothers and their children from hazards and risks in our workplace or risks from the work activity.
4. Considering the personal needs of each new and expectant mother.
5. Ensuring that the assessments are sensitively carried out by competent, trained personnel.
6. Implementing the findings of each assessment.
7. New and expectant mothers and other workers following agreed procedures and control measures.
8. Recording our assessments and agreed plans.
9. Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage potential risks to new and expectant mothers.

Safety Arrangement 1-11 New and Expectant Mothers

To protect the health of new and expectant mothers and women of childbearing age we need to:

1. Assess the risks that our business activities may have on women of childbearing age and any potential fetus.
2. Inform the workforce of those risks.
3. Reduce those risks so far as is reasonably practicable.
4. Assess the risks to any worker who notifies us that they are pregnant or are returning to work after having given birth.
5. Consider factors such as:
 - Substances to which they might be exposed.
 - The size and shape of their workstation.
 - Posture.
 - Vibrations.
 - Environmental factors.
 - Ability to stand or sit for extended periods.
 - Night working.
 - Lifting and carrying.
 - Noise levels.
 - Welfare arrangements.
6. Discuss the results of the risk assessment with the worker.
7. Consider how to reduce risks.
8. Find alternative work for the worker if it is not possible to reduce risks in her current job to an acceptable level. Alternatively give her paid absence from work.
9. Implement our decisions.
10. Make sure Supervisors and other employees are aware and understand the measures to be taken.
11. Review the risk assessment as pregnancy develops or as the pregnant worker makes any concerns or problems known.

Advice and guidance on managing the health and safety of new and expectant mothers can be found in – Guidance Note 1-11 Office Guidance Notes login.brightthr.com

Safety Arrangement 7-2 Contractor Control and Management

To enhance the safety of our workforce and others, we implement effective methods to reduce the risks presented by the use of contractors and subcontractors.

We ascertain the competence of contractors and subcontractors and ensure our employees and others are adequately protected from the risks posed by situations where these groups are engaged and put systems into place to achieve this.

We do this by:

1. Nominating senior staff members to coordinate and plan the selection of suitable, competent contractors or subcontractors.
2. Requesting and reviewing the suitability and adequacy of the health and safety documentation submitted by the contractor or subcontractor.
3. Checking the competence of contractors and subcontractors.
4. Requesting a 'method statement' for the work.
5. Ensuring that contractors and subcontractors adhere to their method statement and safety documentation.
6. Ensuring that the contractors or subcontractors are aware of the procedures and risk assessments for any of our work processes that may affect them.
7. Ensuring that contractors and subcontractors comply with our site-specific company rules (Safety Records).
8. Ensuring that any equipment used is inspected and tested at frequencies defined within current legislation and evidence of this can be supplied (Safety Records).
9. Reviewing our own and contractors' systems.

Safety Arrangement 7-2 Contractor Control and Management

To ensure the safety of our employees and others when we have contractors working on our premises, we need to be sure of their ability to control of health and safety from their work.

We need to:

1. Assess the hazards and risks to our workforce that may be created by contractors working on our premises.
2. Assess the hazards and risks to the contractors from their presence on our premises.
3. Involve the workforce and the contractors in these assessments and in the identification of appropriate control measures.
4. Identify the control measures already in place and any additional measures that may be required. Refer to manufacturers' guidance, trade guidance, published Standards, etc.
5. Consider among other issues:
 - What will the contractor be doing? Where will they be doing it and when?
 - Does this put any of our staff at risk? Will our processes put the contractor or their staff at risk?
 - Should the contractor work only when our workforce is not present?
 - What knowledge do we have of the contractor's ability to manage health and safety?
 - Do we need to ask them to complete a pre-contract questionnaire or a method statement for the work?
 - Will they provide their own equipment – do they expect to use any of ours?
 - Will any plant they bring on site present risk to our workforce?
 - Does the place where the contractors will be working need to be fenced off to protect them from our work activities or vice versa?
 - Are their workers trained and competent?
 - Will the contractor's workers understand our rules, instructions and signs?

- How well the contractor manages staff working on our site.
- 6. Develop procedures, programs and practices for the times when contractors are working on our premises.
- 7. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
- 8. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
- 9. Implement the procedure and ensure that it is followed in practice.
- 10. Monitor and review the operation of this procedure from time to time and following any incident, injury or case of ill health, making changes to the procedure identified as necessary or beneficial.

Advice and guidance on health and safety during contract work can be found in Guidance Note 7-2 – Office Guidance Notes stored on login.brightthr.com

Safety Arrangement 1-12 Employing Children and Young Persons

When we employ children and young persons or give them work experience, we have particular duties to protect their safety, health and welfare whilst at work.

We do this by:

1. Nominating senior staff members to be responsible for the young people and to identify the hazards which pose risk to young persons.
2. Developing and implementing young person risk assessments, procedures, Safe Systems of Work and control measures.
3. Ensuring that any young person assessments are particularly thorough and undertaken by competent, trained personnel.
4. Explaining these assessments to the young people and their supervisors.
5. Ensuring that young persons are closely managed and supervised.
6. Regularly inspecting the premises to identify any new processes, personnel or changes to the building's structure which would trigger the need for re-assessment.
7. Employees and others adhering to the contents of procedures, control measures and Safe Systems of Work.
8. Providing and recording relevant training.
9. Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks to young people whilst they are working for us.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 1-12

Employing Children and Young Persons

To protect children and young people who work for us or with us on work experience schemes we need to:

1. Appoint a manager to oversee the employment of children and young persons.
2. Assess the risks to children and young persons from our activities and the work we give them to do.
3. Consider:
 - The jobs they do.
 - The substances that they might come into contact with.
 - Machinery and equipment they might be asked to use.
 - Their lack of experience.
 - Their lack of appreciation of industrial risks.
 - Their attention span.
 - Their immaturity.
 - Exposure to toxic, carcinogenic, mutagenic and teratogenic substances.
 - Physical and environmental hazards.
 - Close supervision is required.
 - Are their hours of work within the legal limits?
 - Is health surveillance required? If yes at what level?
4. Develop arrangements and procedures based on these considerations – involve the workforce.
5. Explain these arrangements and procedures to the young workers and their parents.
6. Explain the arrangements to our workforce. Ensure they are understood, especially by those who will be working alongside the young workers and provide further training where necessary.
7. Keep a written record of the risk assessment, the control measures and systems of work adopted. Record details of training given.
8. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.

9. Implement the arrangements and procedures and ensure they are followed in practice.
10. Monitor and review the operation of this procedure from time to time and after any incident causing injury or with the potential to cause injury to a young worker.
11. Make any changes to our procedures and arrangements identified as necessary.

Advice and guidance on the employment of children and young workers, including a template for young worker risk assessments, can be found in Guidance Note 1-12 – Office Guidance Notes stored on login.brightthr.com

Safety Arrangement 1-13

Lone Working

Our company has a duty to ensure the safety, health and welfare of our workforce whilst at work. That duty extends to employees who travel during the course of their work and those who work away from our core premises.

We do this by:

1. Nominating senior staff members to consider the health, safety and welfare of lone workers.
2. Identifying situations where lone working is required which affect our employees.
3. Making an assessment of the risks to members of our workforce who are or may become lone workers.
4. Developing and implementing control measures and procedures to ensure their health and safety whilst at work.
5. Providing sufficient funding support to enable the development and implementation of procedures, risk assessments and control measures.
6. Ensuring that procedures and control measures are in place for lone working situations.
7. Ensuring that identified equipment needs are met and training on their use is given.
8. Ensuring that the content of the procedures and risk assessments are made available to all staff.
9. Providing and recording training.
10. Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from lone working.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

Safety Arrangement 1-13

Lone Working

To protect the health, safety and welfare of our workers who work alone, whether it is because they are a mobile worker, because they work away from our core operating site or for other reasons, we need to:

1. Identify who among our workforce is or is potentially a lone worker.
2. Assess the risks to those identified as lone workers.
3. Identify the control measures already in place and any additional measures that may be required.
4. Consider, as part of our assessment, issues such as:
 - Where they work.
 - Are they at risk because they handle cash?
 - Are they at risk because they are work at a remote or hazardous location?
 - Are they at greater risk in the winter months?
 - Are they at risk from a violent client or a member of the client's family?
 - Are they likely to cut corners because they are not under direct supervision?
 - Are they at risk because of health issues?
 - Are they at risk because a significant part of their day is spent driving?
 - Are they at risk because they work exceptional hours?
 - Are they at risk because they do not have access to welfare or first aid facilities?
 - Mobile phone signals.
5. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
6. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
7. Explain our system and arrangements to the workforce. Ensure they are understood and provide further training where necessary.

8. Implement the procedure and ensure that it is followed in practice.
9. Monitor and review the operation of this procedure from time to time and whenever an employee reports an accident or case of ill health attributable to working alone, make changes to the procedure identified as necessary or beneficial.

Advice on managing the risks from lone working can be found in Guidance Note 1-13
Office Guidance Notes stored on login.brightthr.com

Safety Arrangement 1-14 Health And Safety Training

We have a duty to protect the health, safety and welfare of our employees whilst they are at work and others who might be affected by our work activities.

Among other specific arrangements we need to be sure that our workforce is trained to recognise hazards and risks and what they need to do to eliminate, reduce and avoid risk.

We do this by:

1. Nominating senior staff members to manage Health and Safety training.
2. Assessing the risks to our workforce and others from an inadequately trained workforce.
3. Developing and implementing training policies, programmes and arrangements.
4. Ensuring that the management of the policy, programmes and arrangements are undertaken by competent, trained personnel.
5. Managing our activities to ensure that employees are adequately trained for the variety of tasks which they may be required to do.
6. Providing and recording relevant training.
7. Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage our Health and Safety training programmes.

Safety Arrangement 1-14 Health and Safety Training

In developing and implementing training policies, programmes and arrangements we need to:

1. Assess our work activity to identify where and when workers or the public may be exposed to hazards and risks.
2. Where we identify hazards, we need to consider the associated risks and the ability of staff to control them and then to identify whether their knowledge of and training about control measures is adequate.
3. Identify any jobs that require workers to have received specific health and safety training.
4. Identify the systems already in place to provide training and any additional measures that may be required.
5. Consider procedures and practices including:
 - Works transport.
 - Working at height.
 - Electrical safety.
 - Mundane work.
 - Occasional work activities.
 - Training needs analyses for individuals.
6. Involve the workforce in making these assessments of our needs.
7. Develop procedures, programmes and practices tailored to our workplace.
8. Explain these arrangements to the workforce, their Supervisors and Managers. Ensure they are understood and provide further training where necessary.
9. Implement the procedures and ensure that they are followed in practice.
10. Monitor and review the operation of the procedures from time to time making changes identified as necessary or beneficial.

Advice and guidance on the control of Health and Safety Training can be found in Guidance Note 1-14 Office Guidance Notes stored on login.brighthr.com

Safety Arrangement 1-15 Health and Safety of Visitors

We have a duty to ensure the health and safety of members of the public who come into our workplace.

We do this by:

1. Nominating senior staff members to identify and risk assess the workplace hazards which pose risk to visitors.
2. Assessing the risks to visitors.
3. Developing visitor procedures and control measures.
4. Implementing visitor procedures and control measures.
5. Ensuring that risk assessments are undertaken by competent, trained personnel.
6. Regularly inspecting the premises to identify any new processes, personnel or changes to the building's structure that could pose new risk to visitors.
7. Ensuring employees and others adhere to the contents of procedures, control measures and Safe Systems of Work.
8. Providing relevant information and training.
9. Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks to visitors.

Safety Arrangement 1-15

Health and Safety of Visitors

To protect visitors to our workplace we need to:

Assess our work activity to identify where and when the public may be exposed to hazard and risk.

1. Identify risks that visitors might face when at our workplace.
2. Where risks to the health and safety of visitors is identified or reported, assess those risks to identify where control measures are required.
3. Identify any control measures already in place and any additional measures that may be required.
4. Consider among other issues:
 - Where visitors go, when they go there, why they go there and what they do when they get there.
 - Floor coverings
 - Slippery floors
 - Electrical hazards
 - Condition of stairs etc
 - Machinery hazards.
 - Workplace transport.
5. Involve the workforce in making these assessments; use their experience.
6. Develop procedures, programmes and practices for ensuring visitor safety that are tailored to our workplace.
7. Explain these arrangements to the workforce, their Supervisors and Managers. Ensure they are understood and provide further training where necessary.
8. Implement the procedure and ensure that it is followed in practice.
9. Monitor and review the operation of this procedure from time to time and whenever a visitor suffers a work-related injury, making changes to the procedure identified as necessary or beneficial.

Advice and guidance on the Health and Safety of visitors can be found in Guidance Notes Office – Office Guidance Notes stored on login.brightthr.com

Safety arrangement 1-16

DSE

In developing and implementing training policies, programmes and arrangements we need to:

1. All DSE users must undergo a workstation assessment to identify and mitigate risks associated with prolonged screen use. Assessments should cover all equipment, including screens, keyboards, mice, desks, chairs, and other workstations used by employees, including at home or in hybrid setups.
2. Provide employees with training and guidance on correct DSE use, including posture, workstation setup, and the importance of taking regular breaks.
3. Ensure workstations meet ergonomic standards, such as adjustable chairs and monitors positioned at eye level. For laptop users, provide additional equipment like docking stations, external keyboards, and mice, if necessary.
4. Offer eye tests for employees who request them and reimburse costs for basic prescription lenses required specifically for DSE work. Monitor for common health issues linked to DSE use, such as musculoskeletal disorders, eye strain, and stress.
5. Encourage the use of the 20/20/20 rule (look away every 20 minutes for 20 seconds at something 20 feet away) to reduce eye strain. Promote short, frequent breaks over longer, infrequent ones.
6. Ensure DSE assessments cover home workstations for employees working remotely. Provide guidance on setting up home workstations and maintaining safe working practices.
7. Maintain appropriate lighting, minimise glare and reflections on screens, and ensure suitable temperature and noise levels in workspaces.

Safety Arrangement 1-16

Safety Arrangement 1-17

Personal Protective Equipment

Where the protection of the health, safety and welfare of our workforce and others who may be affected by our work activity can only be achieved by the issue of personal protective equipment we have a duty to provide such equipment as is necessary.

We do this by:

1. Nominating a staff member to coordinate the management of work-related health and safety issues.
2. Reviewing our arrangements and procedures for the management of hazards and risk to identify where existing controls are not sufficient to protect workers or others from the risk of ill health.
3. Identifying where personal protective equipment (PPE) are required to reduce risk to an acceptable level or provide further protection.
4. Assessing the suitability and adequacy of the PPE supplied for use.
5. Explaining the need for and the correct use of PPE to the workforce.
6. Making sure that Managers and Supervisors know why and when PPE is required.
7. Managers and Supervisors ensuring employees and others wear PPE in designated areas.
8. Providing facilities for storage, cleaning, maintenance and replacement of PPE.
9. Providing and recording relevant training.
10. Monitoring and reviewing the policy and procedures; using our experience of operating these arrangements we aim to continuously improve and reduce the incidence of work-related ill health.

Safety Arrangement 1-17

Personal Protective Equipment

To protect the health, safety and welfare of our workforce and others who may be affected by our work activity by the issue of personal protective equipment we need to:

1. Assess our work activities to identify where and when workers or others may be exposed to risks to health that are not adequately controlled at source.
2. Where risks are identified – carry out an assessment of the risks to our workers and others.
3. Involve the workforce in these assessments.
4. Identify the control measures already in place and any additional measures that may be required before the use of PPE is adopted. Refer to manufacturers' guidance, trade guidance and British, European or Irish Standards etc.
5. Remember that the issue of PPE should only be considered when we are unable to control the hazard and risk by other reasonably practicable means.
6. Consider among other issues:
 - Elimination of the hazard.
 - Control of the hazard, extraction, dilution, dampening etc.
 - Adequacy of PPE.
 - Fitting of PPE to the individual user.
 - Storage facilities.
 - Arrangements for cleaning, repair and replacement.
 - Training for correct use, cleaning etc. Supervisors and users.
 - Supervising use.
 - Signs for area where the use of PPE is required.
 - Records of training, issue and replacement.
7. Develop procedures, programmes and practices tailored to our workplace.
8. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.

9. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.
10. Implement the procedure and ensure that it is followed in practice.
11. Monitor and review the operation of this procedure from time to time and following any incident, injury or case of ill health caused by inadequate or failure to use PPE, making changes to the procedure identified as necessary or beneficial.

Information and advice on the issue and use of PPE can be found in Guidance Note 1-17 – Office Guidance Notes stored on login.brighthr.com

Safety Arrangement 1-20 Safe Systems of Work

We have a duty to ensure our workforce are provided with clear instructions and training when undertaking potentially hazardous tasks that pose significant risks.

We do this by:

1. Nominating staff members to oversee and implement Safe Systems of Work.
2. Identifying where Safe Systems of Work are required.
3. Developing Safe Systems of Work to effectively control the work activities within our work premises.
4. Communicating the Safe Systems of Work to applicable employees.
5. Ensuring that Safe Systems of Work are created by competent, trained personnel.
6. Providing training on the Safe System to the workforce.
7. Regular checks to ensure that the Systems are being followed.
8. Reviewing our systems.

We use the experience from operating these arrangements to make improvements to our safety, health and welfare management system.

Safety Arrangement 1-20 Safe Systems of Work

To ensure that adequate Safe Systems of Work are in place for employees to follow we need to:

1. Appoint and train enough staff in the creation of the Safe System of Work.
2. Systematically identify the areas where a Safe System of Work may be required.
3. Assess the task and identify the hazards.
4. Define the safe method of undertaking the task.
5. Document the Safe System of Work and ideally display it at the work site where the work takes place.
6. Implement the System and ensure employees understand it. Provide training where necessary.
7. When developing and implementing Safe Systems of Work we should involve Managers and employees in the task being assessed.
8. Review Safe Systems of Work on a regular basis or when situations change.

Advice and guidance on Safe Systems of Work can be found in our Guidance Note 1-20 – Safe Systems of Work – Office Guidance Notes

Safety Arrangement 1-21 Action on Enforcement Authority Reports

We recognise the benefits that will accrue from early action following receipt of reports from the Enforcement Authority regarding health safety and welfare issues. To obtain these benefits we have recognised the need for an effective management system and have taken steps to be able to action such reports.

We have done this by:

1. Nominating an individual member of the management who will coordinate actions required to meet the requirements of Enforcement Authorities.
2. Providing adequate resources either financial or human to be able to meet the requirements of the Enforcing Authority.
3. Routinely reviewing the operation of our reporting system.
4. Having access to competent health and safety advice.

Safety Arrangement 1-21 Action on Enforcement Authority Reports

In order to meet our legal obligations to provide adequate health and safety information to employees we need to:

1. Identify a person who will coordinate actions required to meet the requirements of Enforcement Authorities.
2. Ensure that the responsible person understands their duties and responsibilities.
3. Provide adequate training for that person.
4. Give that person the authority required and the resource necessary for them to fulfil their role.
5. Ensure that our workers are aware of the need to make concerns about health and safety known and report accidents, incidents and cases of work-related ill health to their managers.
6. Review our arrangements from time to time to ensure that they are fully understood and are operating correctly.

Advice and guidance on this subject can be found in our Guidance Note 1-21 Action on Enforcement Authority Reports – Office Guidance Notes stored on login.brightthr.com

Safety Arrangement 1-22 Equality and Disability Discrimination Compliance

We recognise the benefits that will accrue from planned and carefully considered arrangements regarding disabled persons and health, safety and welfare issues. To obtain these benefits we have recognised the need for an effective management system and have taken steps to be able to successfully manage disability in the workplace.

We have done this by:

1. Nominating an individual member of the senior management who will coordinate actions required to meet the requirements of disabled persons.
2. Providing adequate resources either financial or human to be able to reasonable adjustments to our workplace(s)
3. Allowing employees to nominate safety representatives who will coordinate issues arising from their colleagues in respect of health, safety and welfare.
4. Providing adequate resources
5. Providing such health and safety information, instruction, and training for all workers as is necessary for them to be able to work without risk to their health or safety or welfare so far as is reasonably practicable.
6. Recording and analysing all reportable accidents, minor accidents, near miss incidents and dangerous occurrences.
7. Providing and recording relevant training
8. Routinely reviewing the operation of our reporting system.
9. Having access to competent health and safety advice.

Safety Arrangement 1-22 Equality and Disability Discrimination Compliance

In order to meet our legal obligations to avoid disability discrimination to employees we need to:

1. Identify a person who will coordinate actions required to meet the requirements of disability discrimination legislation.
2. Ensure that the responsible person understands their duties and responsibilities.
3. Provide adequate training for that person.
4. Give that person the authority required and the resource necessary for them to fulfil their role.
5. Review our arrangements from time to time to ensure that they are fully understood and are operating correctly.

Advice and guidance on this subject can be found in our Guidance Note 1 – 22 – Disability Discrimination – Office Guidance Notes stored on login.brightthr.com

Safety Arrangement 1-23 Health and Safety Information for Employees

We recognise the benefits that will accrue from the provision of effective information regarding health safety and welfare activities to our employees. To obtain these benefits we have recognised the need for an effective management system and have taken steps to provide adequate information to employees and others.

We have done this by:

1. Providing adequate resources
2. Providing such health and safety information, instruction, and training for all workers as is necessary for them to be able to work without risk to their health or safety or welfare so far as is reasonably practicable.
3. Recording and analysing all reportable accidents, minor accidents, near miss incidents and dangerous occurrences.
4. Providing and recording relevant training
5. Routinely reviewing the operation of our reporting system.
6. Having access to competent health and safety advice.

Safety Arrangement 1-23 Health and Safety Information for Employees

To meet our legal obligations to provide adequate health and safety information to employees we need to:

1. Identify a person to take responsibility for ensuring that adequate information is provided to employees.
2. Ensure that the responsible person understands their duties and responsibilities.
3. Provide adequate training for that person.
4. Give that person the authority required and the resource necessary for them to fulfil their role.
5. Identify the most effective methods by which information will be circulated to the employees.
6. Display the required health and safety 'What you should know' poster and complete the information on the poster.
7. Provide information to our employees in regard to their responsibilities and essential safety rules.
8. Explain to our workers, supervisors and managers the nature of our arrangements for managing health, safety and welfare.
9. Ensure that our workers are aware of the need to make concerns about health and safety known and report accidents, incidents and cases of work-related ill health to their managers.
10. Review our arrangements from time to time to ensure that they are fully understood and are operating correctly.

Advice and guidance on this subject can be found in our Guidance Note 1-23 Health and Safety Information for Employees – Office Guidance Notes stored on login.brightthr.com

Safety arrangement 1-24 Occupational Driving

In developing and implementing training policies, programmes and arrangements we need to:

1. Assess risks related to driving for work, including journey planning, vehicle conditions, driver competency, and environmental factors like weather.
2. Verify that employees hold the correct and valid driving licences for the vehicles they operate. Consider advanced driver training for employees who drive extensively for work.
3. Ensure vehicles are maintained in roadworthy condition, with regular checks on tyres, lights, brakes, and other critical components. If employees use their own vehicles, ensure they have valid insurance for business use, a valid MOT, and road tax.
4. Plan realistic schedules to avoid fatigue, stress, and speeding. Build in sufficient rest breaks for long journeys, ideally a 15-minute break every two hours.
5. Enforce no mobile phone use while driving unless using a hands-free system, and even then, encourage stopping in a safe location to take calls.
6. Advise employees to check weather conditions before travelling and avoid unnecessary journeys during severe weather events.
7. Clearly communicate driving safety rules, such as speed limits, seatbelt use, and prohibited behaviours (e.g., drinking and driving, using mobile phones).

Safety Arrangement 2-1

Fire Safety – Arrangements and Procedures

We have a legal duty to implement and maintain a fire safety program, for assessing and controlling the risks from an outbreak of fire and for the provision of fire warnings, firefighting equipment, emergency lighting, emergency signs, adequate means of escape and evacuation procedures. We have put in place arrangements to meet these responsibilities and to identify and reduce the risks associated with fire and emergency situations.

Our arrangements consist of:

1. Nominating a 'responsible person' to coordinating fire and emergency arrangements and take responsibility for the completion and regular review of a Fire Risk Assessment (FRA).
2. Identifying fire risks and potential emergency situations and who may be affected.
3. Assessing the level of risk and recording the information in the Fire Risk Assessment and emergency plan.
4. Implementing procedures and control measures to mitigate the risks posed.
5. Liaising with the emergency services, informing them of any workplace or process hazards that have the potential to create fire or emergency situations.
6. Developing Safe Systems of Work to reduce the potential incidence of fire and emergency situations.
7. Adequate provision of tested and inspected firefighting and warning equipment.
8. Practicing and recording fire evacuation procedures.
9. Delivering training on the emergency plan, the Fire Risk Assessment and on the use of any firefighting equipment provided.
10. Reviewing our system.

We use the experience of operating these systems to make improvements to our safety, health and welfare management system.

Safety Arrangement 2-1

Fire Safety – Arrangements and Procedures

To protect workers and others from the risk of fire we need to develop a comprehensive fire safety programme. We need to:

1. Nominate and train a person to be our competent and Responsible Person for fire safety matters.
2. Prepare and maintain an up-to-date fire risk assessment in respect of our premises and processes. If we have hazards which make our premises high fire risk, we will need to get assistance from experts.
3. Provide and maintain (record details) sufficient and suitable fire alarm systems, means of escape, firefighting equipment, emergency lighting and emergency signs.
4. Develop procedures for the safe and speedy evacuation to a place of relative safety of workers and others in the event of a fire or other emergency.
5. Where appropriate consult with the Fire Service in making these provisions and in developing our site-specific arrangements and procedures.
6. Consider:
 - Fire prevention. Storage of flammables, waste disposal, open flames etc.
 - Potential sources of ignition including use of flammable substances and process related fire hazards.
 - Maintenance of fire alarms, smoke detectors, automatic door closers.
 - Maintenance of fire doors and escape routes.
 - Emergency procedures – fire wardens, fire and evacuation drills, safe assembly points.
 - Maintenance of fire extinguishers and firefighting equipment.
 - Liaison with fire service and assisting the fire service in the event of a fire.
 - Providing and maintaining fire safety signs and notices.
 - Record keeping.

- Safe means of shutting down electric, gas and fuel supplies.
- 7. Always purchase robust equipment suitable for our intended use.
- 8. Explain the Fire Safety Programme, Arrangements and Procedures to our Managers, Supervisors, workforce and any other people who need to know what they are; landlords, neighbours, visitors, residents etc. Ensure they are understood.
- 9. Provide training where required and information for staff nominated with responsibilities.
- 10. Implement the Programme and ensure that it is followed in practice.
- 11. Carry out fire alarm and evacuation drills to check that the Programme works in practice.
- 12. Monitor and review the operation of all aspects of the Fire Safety Programme at least twice a year and whenever a fire related incident happens, making changes to the fire risk assessment, arrangements and procedures identified as necessary or beneficial.

Advice and guidance on the development of a Fire Safety Program can be found in our Guidance Notes 2-1 Fire Safety – Arrangements and Procedures and 2-2 Fire Risk Assessment and Management – Office Guidance Notes stored on login.brightthr.com

Safety Arrangement 3-1 First Aid

We have a duty to provide suitable first aid arrangements for our staff whilst at work and visitors who may be affected by our activities. We have taken steps to provide first aid arrangements that meet this requirement.

We do this by:

1. All employees to identify our needs and ensure continuing arrangements for first aid provision.
2. Assessing the reasonable level of first aid provision required for our business at our workplace and for travelling staff.
3. Recruiting sufficient members of staff to undertake first aid training as a first aider or appointed person, as appropriate.
4. Arranging approved training for those people and keeping records of their training.
5. Providing adequate numbers of trained personnel to be available at all times during business hours.
6. Providing and maintaining enough first aid equipment and consumables.
7. Displaying names and locations of first aid trained personnel or appointed persons in prominent positions throughout the premises.
8. Routinely reviewing our first aid arrangements for suitability and ensuring that where we have trained first aiders qualifications are up to date.

Safety Arrangement 3-1 First Aid

To ensure that we meet our obligations to provide suitable first aid arrangements for our staff whilst at work and visitors who may be affected by our activities, we need to take the following action:

1. Assess our business activity to identify the level of first aid provision that will be necessary.
2. Consider issues including:
 - The likely severity of foreseeable work-related accidents.
 - The number of people likely to be in the workplace.
 - The nature of health and safety risks at the workplace.
 - The location and accessibility of the workplace.
 - Whether the need is for trained first aiders or appointed persons.
3. Keep a written record of our assessment and conclusions.
4. Explain our assessment and conclusions to our workforce.
5. Identify workers to be trained and take responsibility for administering first aid.
6. Provide approved training for appointed first aiders.
7. Keep records of this training and ensure qualifications are kept up to date.
8. Make sure our arrangements are understood and the responsible people known to all workers, Supervisors and Managers.
9. Provide suitable facilities and consumables for delivering first aid at our workplace.
10. Monitor and review from time to time the operation of this procedure in the light of experience making changes to our system identified as necessary or beneficial.

Information and advice on First Aid provision can be found in our Guidance Note 3-1 – First Aid – Office Guidance Notes stored on login.brighthr.com

Safety Arrangement 3-2 Welfare, Staff Amenities, Rest Rooms and the Working Environment

We are obliged to make and maintain arrangements for welfare and the provision of a safe and healthy working environment for our workforce whilst they are at work. This includes a duty to provide restrooms where work is arduous or conducted in a hostile environment and for the welfare of new and expectant mothers.

We do this by:

1. Nominating senior staff members to oversee our provision and maintenance of welfare facilities and a safe working environment.
2. Maintaining our workplace including buildings and fixtures in good order and according to required standards.
3. Providing welfare facilities that are fit for purpose and include adequate hot, cold and drinking water, sanitary conveniences, hand washing facilities, facilities for meal breaks, sufficient light, heat and ventilation.
4. Implementing housekeeping, cleaning and maintenance regimes.
5. Providing and recording relevant instruction and training.
6. Regular monitoring and review of our arrangements and facilities to ensure that they remain sufficient and are adequately maintained.

Safety Arrangement 3-2 Welfare, Staff Amenities, Rest Rooms and the Working Environment

To ensure that we make the proper and necessary arrangements for welfare and to provide a safe working environment for our workforce we need to:

1. Consider the arrangements we have in place to provide for the welfare of our workforce whilst at work and to provide a safe working environment.
2. Assess the specific welfare arrangements, including rest rooms and catering areas, that we have provided against both minimum legal requirements and what might reasonably be expected by law; particularly where work may be arduous or in a hostile environment.
3. Consider among other relevant issues:
 - Our worksite, the condition of the buildings.
 - Temperature, ventilation and lighting in the workplace.
 - The use of chemical, biological and radiological substances.
 - The condition of floors, walls and ceilings.
 - Traffic routes.
 - Sanitary and washing facilities.
 - Clothing accommodation, changing rooms and rest rooms.
 - Drinking water and the means for making hot drinks and heating food.
 - Workers in isolated locations.
 - The needs of nursing and expectant mothers.
 - The heating and cleaning of rest rooms and welfare facilities.
4. Involve workers in these considerations and in the development and maintenance of facilities and arrangements based on these considerations.
5. Keep a written record of significant assessments, actions identified and taken.

6. Provide information and any necessary training to employees, Managers and any staff nominated with responsibility to ensure that our arrangements and provisions are understood.
7. Monitor welfare arrangements and facilities to ensure that they remain sufficient, are maintained in a good clean condition and are fit for purpose.

For information and advice, please see – Office Guidance Notes stored on login.brighthr.com

- I. Guidance Note 3-2, Welfare and the Working Environment.
- II. Guidance Note 3-8, Staff Amenities and Rest Rooms.
- III. Guidance Note 1-11, New and Expectant Mothers.

Safety Arrangement 4-2

The Provision, Use and Maintenance of Work Equipment

We have a duty to protect our employees and other people who use our premises from the health and safety risks associated with the provision and use of work equipment.

We do this by:

1. Nominating senior staff members to consider the health and safety issues surrounding any new equipment that we obtain and the equipment that we use during our business.
2. Assessing the risks from work equipment when in use and during its maintenance.
3. Developing and implementing procedures, control measures, policies and Safe Systems of Work.
4. Ensuring that any work carried out on work equipment is carried out by competent workers or competent contractors.
5. Providing and using personal protective equipment where appropriate.
6. Regular maintenance and servicing.
7. Statutory inspections by competent accredited engineers and surveyors where required.
8. Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
9. Providing relevant training and keeping training records.
10. Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the provision and use of work equipment.

Safety Arrangement 4-2

The Provision, Use and Maintenance of Work Equipment

To protect workers and others from the risks from work equipment we need to:

1. Consider our activities and identify where and when workers may be exposed to risks to their health and safety from our use of existing equipment.
2. Consider the implications for the health and safety of our workforce when purchasing or looking to purchase new equipment.
3. Assess the risks from any such exposure to work equipment, identifying control measures in place and any additional measure that may be required to avoid risk.
4. Consider relevant issues including:
 - What risks to health and safety might be created?
 - Do any parts look dangerous?
 - Do the guards adequately protect against the risk? Do they conform to the current BS/IS/EN standard?
 - Do fumes / dust escape from the equipment?
 - Is it used in flammable or explosive areas or in wet and adverse conditions? Is it designed and protected for such use?
 - Can you understand the controls? Are they in English?
 - Is it excessively noisy or is there excessive vibration?
 - Are there any special maintenance requirements?
 - Are parts that need maintenance easily accessible?
 - Does any part get very hot or cold?
 - Are there any live electrical parts exposed?
 - Are the supplied manufacturer's instructions clear and comprehensive?
5. Arrange for work equipment to be routinely serviced and maintained and for statutory inspections where required.

6. Keep a written record of significant risk assessments and the control measures and any systems of work or procedures adopted.
7. Implement the procedures and arrangements making sure that Managers and Supervisors understand them. Consider whether they need any training.
8. Explain our procedures and arrangements to our workforce. Ensure they are understood and followed in practice. Provide training where necessary.
9. Monitor and review the operation of this procedure from time to time and after any incident, making changes identified as beneficial or necessary.

Information and advice on the use of fixed and portable electrical equipment can be found in our Guidance Note 4-2 – The Provision, Use and Maintenance of Work Equipment – Office Guidance Notes stored on login.brightthr.com

Safety Arrangement 4-4 Office Equipment

We have a duty to protect our employees and other people who use our premises from the risks associated with the use of office equipment.

We do this by:

1. Nominating senior staff members to consider the safety implications of our use of office equipment.
2. Assessing the risks from our use of office equipment.
3. Developing and implementing procedures, control measures, policies and Safe Systems of Work.
4. Ensuring that office equipment is properly maintained.
5. Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
6. Providing relevant training and keeping training records.
7. Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the safety of office equipment.

Safety Arrangement 4-4 Office Equipment

To protect workers and others from the risks of using office equipment we need to:

1. Consider our activities and identify where and when workers may be exposed to risks to their health and safety from the use of office equipment.
2. Assess the risks from that use of office equipment, identifying control measures already in place and any additional measure that may be required to avoid risk.
3. Consider relevant issues including:
 - The competence and training of workers who use office equipment.
 - Who does what when the equipment goes wrong?
 - Are any young workers likely to use office equipment? Are any special precautions needed?
 - Are manufacturers' instructions followed.
 - The maintenance of office equipment.
 - The location of office equipment.
4. Purchase robust equipment suitable for the work and environment in which we require it to be used.
5. Develop a procedure based on these considerations.
6. Keep a written record of any significant risk assessments and the control measures and systems of work adopted.
7. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain our procedures and arrangements to our workforce. Ensure they are understood and provide training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time and after any accident or incident, making changes identified as beneficial or necessary.

Information and advice on the use of fixed and portable office equipment can be found in our Guidance Note 4-4 – Office Equipment – Office Guidance Notes stored on login.brighthr.com

Safety Arrangement 4-8 Slips, Trips and Falls

We have a duty to protect our workers and others visiting our premises from the risks of slipping, tripping and falling.

We meet this duty by:

1. Nominating senior staff members to be responsible for monitoring and improving workplace pedestrian safety.
2. Identifying all the potential causes of slips, trips and falls and assessing the risk.
3. Developing and implementing procedures and control measures.
4. Ensuring that pedestrian routes are fit for the purpose, that they are routinely maintained and checked.
5. Ensuring that any risk assessments or safety inspections are carried out by competent and trained personnel.
6. Adhering to our risk assessments, procedures and control measures.
7. Providing wherever possible segregated traffic routes and adequate signage.
8. Providing and recording relevant training.
9. Regular monitoring and review of our arrangements to ensure that arrangements we have made remain sufficient to control the potential risk.

Safety Arrangement 4-8 Slips, Trips and Falls

To protect our workforce and others who visit our premises from the risk of accidents caused by slips, trips and falls we need to:

1. Identify where on our worksite there are potential areas for slips, trips or falls accidents.
2. Assess the hazards in each of those areas and the risks that people at work and others may face.
3. Identify existing controls and any additional measures that we should be taking.
4. Consider issues including:
 - Floor surfaces.
 - The environment.
 - Footwear.
 - Contamination.
 - Obstacles and obstructions.
 - Cleaning regimes.
 - People – human factors.
5. Involve workers in developing a procedure or arrangements based on these considerations.
6. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
7. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
8. Explain our system and arrangements to the workforce. Ensure they are understood and provide further training where necessary.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time and after any report of a dangerous incident or of a person suffering injury or due to slipping or tripping and falling on our premises or while at work making changes identified as necessary or beneficial.

Advice and guidance on slips, trips and falls can be found in Guidance Note 4-8 Office Guidance Notes stored on login.brightthr.com

Safety Arrangement 5-9 Manual Handling

We have a duty to ensure the safety, health and welfare of our employees and others who enter our premises from the risks present in manual handling activities.

We do this by:

1. Nominating senior staff members to manage and identify load or lifting hazards.
2. Assessing the risks from manual handling to our workforce.
3. Developing and implementing procedures and systems of work to reduce the risks from manual handling operations during our business.
4. Ensuring that any Manual Handling Risk Assessments are undertaken by competent, trained personnel.
5. Eliminating the need for manual handling through the introduction of mechanical handling equipment or other alternatives where this is reasonably practicable.
6. Regularly inspecting the premises to identify any new processes, personnel or changes to the building's structure which would trigger the need for re-assessment.
7. Employees and others adhering to the contents of procedures, control measures and Safe Systems of Work.
8. Providing and recording job-based training for employees with manual handling tasks.
9. Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from manual handling.

Safety Arrangement 5-9 Manual Handling

To protect our workforce and others from the risk of injury while manual handling loads, we need to:

1. Assess the risks to our workforce from handling loads. This includes lifting and carrying as well as pushing and pulling loaded containers.
2. Have a nominated Manager to lead the process.
3. Consider:
 - What we must move – its size and shape.
 - The weight.
 - The frequency.
 - Which of our workforce is involved? Do some handle loads more frequently than others?
 - Can we reduce the need for movement? Are there mechanical aids we could use? Can we use them?
 - Can we adapt our processes to reduce the risk?
 - Has our workforce been trained in manual handling techniques for the products and goods that they handle in the course of their work?
 - Where is team lifting employed have the workers been trained in the same system?
 - Are the floors suitable and maintained for the work that goes on?
 - Are there extremes of temperature?
 - Are any groups or individual workers at particular risk?
 - Is health surveillance required? If yes at what level?
4. Keep a written record of significant risk assessments and the control measures and systems of work adopted.
5. Involve workers in developing a procedure based on these considerations.
6. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
7. Explain these arrangements to our workforce. Ensure they are understood and provide further training where necessary.
8. Implement the procedure and ensure that it is followed in practice.
9. Monitor and review the operation of this procedure from time to time and after any ill health or back injury, making changes identified as necessary.
10. Where employees are injured in an accident involving manual handling or are diagnosed with ill-health on account of manual handling at work report, to the enforcing authorities, those cases that fall into a reportable category. (Guidance Note 1-3 explains what is reportable)

For further information and advice, including a template for Manual Handling Risk Assessments see Guidance Note 5-9 – Manual Handling – Office Guidance Notes – stored on login.brightthr.com

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