

## **HEALTH & SAFETY POLICY**

### **INTRODUCTION**

In addition to complying strictly with the health and safety measures as required by legislation, it is company policy to positively promote and give high priority to the establishment of a healthy and safe working environment. An effective policy depends upon a dedicated attitude by all and you have a personal duty, while at work, to:

- Take all reasonable care for your own health and safety and that of others who may be affected by your acts or omissions while at work.
- Maintain the company's Health and Safety Policy where you are working and comply with all rules and regulations required by legislation.
- Bring to your Manager's attention any health or safety problem or hazard that you are not able to put right yourself.

### **H&S INDUCTION**

You must attend a Health & Safety Induction if one is provided by the company you are working at. If there is no formal induction please ensure you have found out the following:

### **EMERGENCY PROCEDURES**

In the event of a fire or a bomb alert, an alarm will be sounded. Ensure you know the Fire Alarm procedures, where the emergency exits and muster points are located and who to report to in the event of an evacuation.

### **FIRST AIDERS**

Find out who is the First Aider on your floor is, in case of emergency.

### **REPORTING ACCIDENTS AT WORK**

Health & Safety at work is an important issue, so please always read and follow H&S instructions for whichever site you are working at. In the unlikely event that you have an accident at work please report it to your line manager AND to a Love & Tate consultant. You must ask your consultant for an Accident Report Form to let us know what happened and if it caused you to take time off work.

### **DRIVING STANDARDS POLICY – Arrive Alive Policy**

You may regularly, or occasionally, need to drive your own vehicle or a company vehicle on business. If so, it is important that you behave in a safe and responsible manner to prevent injury to yourself and others. It is mandatory that you abide by the simple rules below while on your temporary assignment with Love & Tate:

- Send Love & Tate a copy of your driving licence, insurance certificate, and MOT.
- Ensure your vehicle is totally road worthy, is well maintained and has functional seat belts.
- Obey the law when driving
- Observe speed limits
- Do not drive under the influence of alcohol, drugs or medication that could impair your ability
- Do not use a mobile phone or two-way radio
- Do not consume food or other refreshments
- Always wear your seat belt and ensure your passengers wear a belt too.
- As the driver you must be appropriately rested and alert. If you're tired – stop and take a break.

- Always drive defensively, watch the road from every angle, give yourself time to stop and time to make decisions.
- Ensure the number of passengers does not exceed the manufacturer's specification for the vehicle.
- If you are driving or a passenger of a motorcycle etc you must wear safety helmets.
- Caution: if you are driving a company vehicle you must adhere to the no smoking law
- When it's dark – take extra care, most accidents happen between midnight and 6am.

## **OTHER USEFUL TIPS**

### **BEFORE YOU SET OFF.....**

- Plan your route.
- Check you have enough fuel before making any journey, however short.
- Check the oil and tyres and think through what you would do if you had to change a tyre, especially if you are going a long way.
- Check that your breakdown organisation membership is up to date and keep the number handy - or become a member of one.
- Do ensure you have a mobile phone with you to call for help in case of emergencies (remember, don't use your phone while driving).

### **SETTING OFF.....**

- Keep anything of value, such as bags or mobile phones out of sight - they make easy pickings for a snatch thief in stop-go traffic, especially if left on the front passenger seat.
- Research indicates that it is safer to lock the doors whenever you are in the car. If you are in an accident, windows can easily be broken to get you out.
- Keep windows closed in busy areas and use the sun roof or fan for ventilation.

### **FEELING THREATENED WHILE DRIVING**

It is possible that while driving you may feel threatened. Thankfully road rage and car jacking are still rare however these tips may help to avoid the more dangerous consequences of these potential occasional threats:

- If you think you are being followed deliberately remain calm and keep driving until you come to a busy place e.g a police, fire or ambulance station, pub or garage forecourt.
- If a car pulls up alongside you and the occupants try to attract your attention, ignore them and don't make eye contact.
- If you see an accident or someone tries to flag you down, ask yourself if you could really help. It might be best to drive on and use your phone to get help at the earliest opportunity or drive to the nearest police station.

### **PARKING**

- Avoid using poorly lit car parks. Whenever possible, choose a manned car park and park as close as you can to the attendant.
- When parking in the street try to park under a street lamp.
- Reverse into the space.
- Store your valuables and obvious possessions in the boot or out of sight.
- Shut all windows. Lock all doors.
- If you collect a ticket on entering the car park, take it with you – do not leave it in the car, as this will make it easier for a thief to steal your vehicle.
- When returning to your car, have your keys ready so that you can get in quickly. Before entering, scan the back seat to check no-one has climbed in.
- Once you are in the car lock the doors immediately and drive off quickly.

Jan 09 / 127 (web)