



## IT Purchasing Consortium Ltd

EXPERTS IN COST REDUCTION & FACILITATION OF TRAINING PROCUREMENT

### Company Policy for Health and Safety at Work

#### Statement of Intent

It is Company policy to take all possible steps to ensure the Health and Safety of all persons in its employment or on training programme courses.

The Director understands their specific responsibilities for Health and Safety within the Company and will ensure that adequate Health and Safety facilities are available, and that the safety of its employees is maintained as a top priority.

It is the duty of all employees to be aware of, and conform to, the Company's Health and Safety Policy and to carry out their defined responsibilities.

**IT Purchasing Limited** Statement of intent is included within the Employee's Terms and Conditions Handbook.

The detailed responsibilities of all personnel involved are set out in a separate document. The Director holds copies of the Statement of Intent and individuals responsibilities, and are displayed on the Company notice boards at all Company sites. It is the responsibility of all **IT Purchasing Limited** employees that they familiarise themselves with this policy.

The operation of this policy will be monitored on an ongoing basis and modified as necessary, especially to accommodate new safety legislation requirements. The Director will give full backing to the policy and will support all those who endeavour to carry it out.

#### Tidiness

As the Company wishes to maintain its professional image and moreover that accidents do not occur, it is required that the following standards to be maintained on the Company premises:

- That all offices are maintained in a safe, **tidy** and orderly manner
- That all classrooms are left tidy after use
- That food wrappers, cups etc are not left in offices – cups to be removed from desks and washed when leaving for the day
- All visual aid equipment etc to be placed in its correct position after use

## First aid

The first aid box is kept in the main office of **IT Purchasing Limited**. Any injury incurred must be reported and entered in the accident book.

If by any chance injury is incurred to staff whilst visiting Company premises, this must be reported to the Company concerned and entered in their Accident book.

## Smoking

**IT Purchasing Limited** operates a **No Smoking Policy** and there is no smoking whatsoever on Company premises. There is a designated smoke area within Independence House if required.

## Fire evacuation procedures

The law requires that all employee's must be instructed in evacuation procedures for vacating the building in case of fire, and that periodic tests should be made and recorded in the Company Health and Safety file. It is all very easy, **but it is not enough**.

It is important that all employees leave the premises **quickly** and **safely**, without risk to themselves or fellow workers.

**YOUR LIFE MAY DEPEND ON IT.**

## Fire drills are serious and necessary

- Know and recognise the sound of the fire alarm
- When you hear the alarm, take immediate action; **DO NOT** stop to see what is happening or to enquire " **Is this a drill?**"
- Make your way quickly, via the nearest exit, to the assembly area, walk quickly, **DO NOT RUN**.
- Take only your possessions that are immediately to hand do not detour to collect coats or bags etc.
- Regardless of which exit is used, having left the building, **YOU MUST ASSEMBLE AT YOUR DESIGNATED ASSEMBLY POINT**. This is to enable a Role Call to be made in order to see that no one remains inside.
- On arriving at the fire assembly point, **NO-ONE** will attempt to re-enter the building until the official responsible has given authorisation.

All employees are reminded that under the Health and Safety at Work Act, each individual has an obligation to comply with safety procedures and practices.