



Vesipro Health and Safety Policy

Vesipro aims to be an exemplary organisation, demonstrating excellence in taking health and safety issues seriously. We are committed in protecting our staff and all those affected by the business and its activities.

Vesipro is committed to providing a safe, healthy, and productive working environment for all employees, contractors, customers, and visitors involved in its operation. This policy sets out the company's aims in reducing and managing health and safety in the workplace.

This policy is designed to comply with relevant legislation such as the Health and Safety at Work etc. Act 1974 and Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Company Responsibilities

Vesipro will fulfil its obligation to ensure as far as is reasonably practicable, the health, safety, and well-being of its employees and visitors to its premises and in general by:

- Assess the risks to the health and safety of its employees.
- Make arrangements for implementing the health and safety measures identified as necessary by this assessment.
- Record the significant findings of the risk assessment and the arrangements for health and safety measures.
- Draw up a health and safety policy statement; including the health and safety organisation and arrangements in force and bring it to the attention of its workers.
- Appoint someone competent to assist with health and safety responsibilities.
- Set up emergency procedures.
- Provide adequate First Aid facilities.
- Make sure that the workplace satisfies health, safety and welfare requirements, e.g. for ventilation, temperature, lighting and sanitary, washing and rest facilities.
- Ensure that work equipment is suitable for its intended use as far as health and safety is concerned, and that it is properly maintained and used.
- Prevent or adequately control exposure to substances that may damage health.
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise or radiation.
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury.
- Provide health surveillance as appropriate.
- Provide free any protective clothing or equipment, where risks are not adequately controlled by other means.
- Ensure that appropriate safety signs are provided and maintained.
- Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.

Employee Responsibilities

Employees also have legal duties, and Vesipro confidently requests non-employed (voluntary) workers to observe these. They include the following:

- To take reasonable care for their health and safety, and that of other persons affected by what they do or do not do.
- To co-operate with Vesipro on health and safety.
- To use work items provided by Vesipro correctly, including personal protective equipment, by training or instructions.
- Not to interfere with or misuse anything provided for health, safety and welfare purposes.
- To report at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving the public and participants in activities organised by Vesipro.
- Health and Safety law applies not only to employees in the workplace, it also applies to organisations and people who occupy or use community buildings to which members of the public have access.

Policy Provisions

All employees will:

1. Adhere to this policy and be aware of the value of safety in the workplace.
2. Exercise ordinary care to avoid accidents in their activities at work and comply with the responsibilities and any further rules which the Company may publish from time to time.
3. Promptly report any accident at work, however trivial, to their Manager so that details can be recorded in the Accident Book.
4. Provide suggestions on how practices, systems, and procedures can be improved to reduce the safety risks.
5. Promote a culture of effective policy compliance across the organisation.

DSE - Display Screen Equipment

Vesipro recognises its responsibility to ensure the well-being of workers who habitually use display screen equipment for a significant part of their normal work. Employees are advised to ensure that they take a five minute break from the display screen equipment at least once an hour and are advised that, if they experience vision defects or other discomfort that they believe may be wholly or in part a consequence of their use of such equipment, they have the right to an eye-test at the Organisation's expense. DSE Risk assessments should be carried out annually.

Fire Precautions

All personnel must familiarise themselves with fire escape routes and procedures. Remote workers should have a suitable fire extinguisher in the room they work from the majority of their, this will be provided by Vesipro.

Manual Handling

Guidance on manual handling can be obtained from the Health and Safety Officer (Operations Director) and that training will be provided where needed. Risk assessments should be carried out where manual handling requirements exceed 20kg for men and 13kg for women or are repeated. If unsure see <https://www.hse.gov.uk/pubns/indg143.PDF> for further guidance.

Vesipro's Commitment

All Employees will be treated consistently and fairly in line with this policy

This policy will be communicated to all employees at induction and the policy will be made available on the intranet and / or employee handbook. This policy applies to all employees.

Report accidents into the Accident Book as soon as practical.

Address any causes of accidents to make the workplace safe.

Review the accident book annually and put rectifying measures in place to limit future accidents where possible.

Enforcement

This policy on Health and Safety will be strictly enforced.

Disciplinary action in accordance with the Company disciplinary procedures will be undertaken where breaches of the policy occur. In the case of agency workers or contractors, services may be terminated immediately upon a violation of this policy.

Signed By:



Ewa Knowles
Business and Finance Manager