

## Health and safety policy

**This policy applies to all persons working with or for Invinity in any capacity.**

### 1. About this policy

- 1.1 This policy sets out our arrangements for ensuring we meet our health and safety obligations to staff and anyone visiting our premises or affected by our work.
- 1.2 Line Managers on each site have responsibility for health and safety and the operation of this policy.
- 1.3 This policy does not form part of any employee's contract of employment and we may amend it at any time. We will continue to review this policy to ensure it is achieving its aims.

### 2. Your responsibilities

- 2.1 All staff share responsibility for achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.
- 2.2 You should report any health and safety concerns immediately to your line manager or senior management on site.
- 2.3 You must co-operate with managers on health and safety matters, including the investigation of any incident.
- 2.4 Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Policy (Schedule 6).

### 3. Information and consultation

We will inform and consult directly with all staff regarding health and safety matters.

### 4. Training

- 4.1 We will ensure that you are given adequate training and supervision to perform your work competently and safely.
- 4.2 Staff will be given a health and safety induction relevant to their role and provided with appropriate safety training.

### 5. Equipment

You must use equipment in accordance with any instructions given to you. Any equipment



fault or damage must immediately be reported to your line manager. Do not attempt to repair equipment unless trained to do so.

## **6. Accidents and first aid**

- 6.1 Details of first aid facilities and the names of trained first aiders are displayed on the notice boards at Invinity premises.
- 6.2 All accidents and injuries at work, however minor, should be reported to your line manager or senior management on at the premises and recorded in the Accident Book included within each first aid kit.

## **7. Fire safety**

- 7.1 All staff should familiarise themselves with the fire safety instructions, which are displayed on notice boards and near fire exits on our premises.

## **8. Risk assessments and measures to control risk**

We carry out general workplace risk assessments periodically. The purpose is to assess the risks to health and safety of employees, visitors and other third parties as a result of our activities, and to identify any measures that need to be taken to control those risks.

## **9. Computers and display screen equipment**

- 9.1 If you use a computer screen or other display screen equipment (DSE) as a significant part of your work, you are entitled to a workstation assessment and regular eyesight tests by an optician at our expense.
- 9.2 Further information on workstation assessments, eye tests and the use of DSE can be obtained from the Business Support team.