



WITHYKING

SOLICITORS

Health & Safety Policy

The Firm believes that the Health, Safety and Welfare of its employees is of paramount importance.

The Firm will strive to create a suitable environment to promote the well being of employees whilst meeting business objectives.

Health & Safety Policy

May 2008

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Health and Safety Policy Statement

We believe that health and safety is of paramount importance and we are committed to conducting our business in a way that protects the health and safety of our employees, visitors, customers and the general public.

In order to implement this policy

- We will ensure that recognised health and safety standards and legal requirements are met through the provision of adequate facilities, equipment, procedures, training and management systems.
- We will strive to prevent all incidents, injuries, ill health and improve the management of health and safety risks associated with our business operations.
- We will ensure that health and safety risks associated with our operations are regularly assessed, rectified and managed, providing appropriate information, training and supervision for all employees.
- We will emphasise individual responsibility, accountability and require everyone throughout the organisation to adhere to health and safety standards and procedures thus creating a safe working environment and culture within The Firm.

In stating our policy, we recognise that whilst at work, each employee has a responsibility to take reasonable care of the health and safety of themselves as well as their colleagues and to co-operate fully with others in carrying out practices or procedures designed to maintain their health, safety and welfare at work.

This Health and Safety Policy will be regularly reviewed to ensure that it reflects both best practice and current Health and Safety legislation.

Martin Powell
Managing Partner

Purpose

The purpose of the Firm's Health & Safety Policy is to:-

1. Ensure the provision of a safe environment, working practices and equipment.
2. Minimise the risks of accidents and occupational ill health.
3. Provide information for employees on hazards, risks and safe systems of work.

Scope

The policy applies to all Wity King premises and business activities.

This policy sets the Firm's standards for all areas of safety that may affect the health and welfare of employees, contractors, visitors and the general public.

The Firm has Health and Safety procedures relevant to all working practices.

Management Responsibility

Health & Safety is a management responsibility where Managers/Dept Heads are responsible for ensuring that Health and Safety Policies and Procedures are implemented and monitored. They must also highlight areas for improvement and training needs of their employees. The overall objective being to meet Employers Statutory Obligations by creating an environment, in which safety has priority.

Managing Partner

- The Managing Partner accepts overall responsibility for all matters of health, safety and welfare.
- Establishes Firm policy and revises when necessary.
- Ensures Firm policy is communicated to all staff.
- Ensures resources are available to implement the Health & Safety Policy.
- All managers will be trained and made aware of Health & Safety policy and their responsibilities.

The Firm

- Ensures the safety of employees, contractors, visitors and the general public.
- Will establish safe working practices and provides information to employees regarding risks and safe practices.

The Firm (cont)

- Will ensure that all staff receive and attend Health and Safety training, that where applicable they are instructed in the operation of equipment and that this training is recorded in their training records.
- Managers/Dept Heads are responsible for ensuring that risk assessments are implemented in line with the Firm's policy. They are also responsible for identification of hazardous work, preparation of safe working practices and ensuring that risk assessments are complied with and communicated to all their staff.
- Ensures that equipment is maintained in a safe and serviceable condition.
- Will perform health surveillance and monitoring as appropriate.
- Ensures that staff is conversant with the Firm's Health & Safety policies and procedures.
- Ensures that where breaches of the Health & Safety policy and procedures occur, these are initially referred to Managers/Dept Heads, then HR for the appropriate action and may lead to disciplinary action.
- Where appropriate Health & Safety issues are covered during staff briefings.
- Encourages staff to identify hazardous issues and help to prepare safe working practices.

Facilities Manager

- The Facilities Manager has operational responsibility for Health & Safety.
- Responsible for carrying out Accident Investigations ensuring that the Firm complies with 'The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995'.

Employee

- Commits themselves to assisting the Firm in complying with Health and Safety legislation.
- Complies with all the Firm's Health & Safety policies and procedures.
- Attends all required safety training.
- Identifies or reports any hazards or concerns in the workplace to their Manager/Dept Head or the Facilities Supervisor.
- Takes reasonable care of themselves and of others.

Health and Safety Organisation

A Health & Safety management structure has been established to assist in the formulation of policy and communication between employees and management.

Health and Safety – Standing Committee

The Health and Safety Standing Committee is the forum for the co-ordination of all health, safety and environmental matters within Withy King. The Committee reports to the Partners and has responsibility for:-

- Identifying all areas of health and safety, which have policy implications including Health and Safety legislation, with regard to employees, residents, visitors and contractors while in the offices.
- Evaluating implications of these issues to the partners and their prioritisation with regard to resources and implementation.
- To advise the Partners on all matters concerning health, safety and the environment.

Facilities Manager

Advises partners, management and employees on all aspects of safe working practices and is the firm's nominated competent person.

Other Health and Safety Assistance

The Firm has appointed First Aiders and Fire Marshals, lists can be found on the intranet and the Health and Safety notice board on each site.

Health and Safety Training

The Firm is committed to the continuing development of all members of staff and wishes to emphasise the importance it places on health and safety training at all levels throughout the Firm to help reduce accidents to a minimum.

All staff will be provided with training on induction or a new post to ensure competence to enable them to carry out their duties where appropriate.

The training given shall ensure that all staff are aware of the general issues associated with safety and those specific to the work they are required to do.

All health and safety training provided to staff will be periodically reviewed to ensure it is correctly targeted with specific objectives.

Risk assessments and other related activities shall be used to review health and safety training needs and to update training programmes.

Managers/Dept Heads will be trained in health and safety management and their responsibilities towards accident prevention.

Managers/Dept Heads are required to ensure that their staff attends appropriate health and safety training courses as nominated.

Employees are required to take advantage of the training opportunities provided and to make reasonable efforts to develop competence and implement what they have learned about safe systems of work.

The Facilities Supervisor will keep training records and employees attending training courses are required to sign attendance.

Emergency Evacuation

If you discover a fire:-

Raise the alarm immediately by activating the nearest call point.

Leave the building by the nearest available exit and report to the 'Assembly Point'.

Do not take unnecessary personal risks.

Do not use the lift.

Do not stop to collect belongings.

All personnel must remain at the 'Assembly Point' until the all clear has been given.

If no personal risk is involved try to extinguish the fire by using the appropriate fire extinguisher, i.e. there is a clear escape route, there are fire extinguishers of the appropriate type and the employee / visitor is trained and confident in the use of the equipment.

On hearing the alarm signal (Intermittent ringing of the bell):-

Stay where you are unless;

- (i) You are in a lift – get out at the next floor level
- (ii) You have a special fire duty

Handicapped persons must proceed to the ground floor via the staircase.

On hearing the evacuation signal (Continuous ringing of the bell):-

Leave the building by the nearest available exit and report to the 'Assembly Point'.

Do not take unnecessary personal risks.

Do not use the lift.

Do not stop to collect belongings.

Report any missing persons to the Fire Marshal at the 'Assembly Point'.

If a fire occurs outside of normal working hours:-

Operate the alarm by breaking the glass of the nearest call point.

Call the Fire Brigade by dialling 999.

Proceed to the ground floor.

Procedures

Safe systems of work and procedures where possible will be common throughout the Firm.

However, if relevant to the work function, specific procedures will be created and documented.

The following procedures will apply: -

- Accident / Incident Reporting
- Fire Evacuation
- Bomb Alert
- Risk Assessment
- Display Screen Equipment
- Manual Handling
- Control of Substances Hazardous to Health (COSHH)
- First Aid
- New & Expectant Mothers at Work
- Control of Contractors
- Control of Visitors
- Disabled Persons
- Lone Working