



HEALTH AND SAFETY POLICY

About this Policy

This policy is created by HAPPY SUNFLOWER HOUSE LTD (*we, our, us*).

We are committed to protecting the health and safety of all employees and all other persons connected with our operations (such as clients, customers, and suppliers).

This policy applies to all our staff members. This includes all:

- employees
- workers
- volunteers
- agency workers
- contractors
- consultants

(staff members)

Status of this Policy

This policy does not form part of any contract of employment or any other contract for work or services.

We will inform and consult with all staff members about this policy and health and safety matters.

Our Health and Safety Standards

We will ensure that:

- we comply with the relevant legislation concerning health and safety at work
- all reasonable and practical steps and measures are taken to safeguard the health, safety and welfare of all staff members while at work
- the safety and health of any members of the public, or any other persons who may visit sites and locations where we carry out its business operations, is protected so far as is reasonably practicable
- sufficient measures are implemented by us to prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace
- clear and adequate information/training is provided to all staff members to ensure that they are competent to carry out their work in a responsible and safe manner

- we engage with staff members on a regular and appropriate basis about the health and safety conditions of their work for us
- we implement emergency procedures in case of significant events, such as fires etc, which threaten the health and safety of staff members and others
- we maintain safe and healthy working conditions, provide and maintain all necessary equipment and any other goods or tools which are necessary for staff members to carry out the duties of their role with us
- we ensure the safe storage and handling of any substances and products which may cause harm to staff members who are required to use them during the course of their work

Health and Safety Information

Health and Safety Officer

The person who has the overall responsibility for overseeing our health and safety duties and implementing all of the safety actions set out below is:

ZINEB DRHOURHI

Z.DRHOURHI@HAPPYSUNFLOWERHOUSE.CO.UK

07387371128

Risk Assessments

Relevant risk assessments shall be completed and actions arising out of those assessments shall be implemented where necessary. Where working habits or conditions change risk assessments shall be reviewed.

Training

Staff members shall be given necessary health and safety inductions and provided with appropriate training and personal protective equipment where necessary. We will ensure that suitable training and relevant arrangements are in place to cover staff members engaged in work that is remote from our main site.

Fire Safety

All staff members and any other persons to whom this policy applies should ensure that they familiarise themselves with our fire safety procedures (including the location of all fire exits and fire equipment). Our fire safety procedures are displayed at prominent locations throughout our premises.

We shall ensure that all staff members receive adequate training to ensure that they are aware of all procedures which must be followed in the event of a fire.

Fire drills will take place at least annually.

All relevant and necessary signage and fire equipment for the protection and safety of staff members and any other persons entering and present on our premises will be displayed clearly and updated/maintained as necessary. Escape routes shall be well-signed and kept clear at all times. Evacuation plans and procedures will be tested from time to time and updated as necessary. We shall ensure that our fire safety risk assessment is kept up to date regularly.

First Aid and Accidents

We shall ensure that any work-related injuries or accidents are dealt with properly and investigated as appropriate. We shall ensure that full records are kept of any accidents and that these are reported to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) database as appropriate.

Please ask the Health and Safety Officer for further information about our First Aid procedures.

All accidents or workplace injuries should be reported to the above-named person as soon as is reasonably practicable.

Public Health Emergencies and Infectious Diseases

We shall always ensure that our working environment and spaces which are accessible to the public are kept clean and properly ventilated.

Staff members are reminded to regularly wash hands and maintain good standards of hygiene to minimise the spread of infectious diseases.

In the event of any public health emergency, we shall adjust working conditions accordingly and shall consult all applicable government advice.

Screens and Computers

All staff members who use computer screens and other forms of screens as a significant part of their role:

- are encouraged to take regular breaks
- will receive training and information to reduce the risks posed by regular use of screens
- are entitled to a workstation assessment to reduce any risks which may be present. This may be required from the person listed below
- will be entitled to eyesight tests at our expense

Signage at our Premises

All relevant and necessary signage for the protection and safety of staff members and any other persons entering and present on our premises will be displayed clearly and updated as necessary. Escape routes will be well-signed and kept clear at all

times. Evacuation plans and procedures will be tested from time to time and updated as necessary.

Facilities, Equipment and Machinery

We will undertake regular inspections of our facilities, equipment and machinery in order to ensure that any necessary action is carried out promptly and efficiently where problems or defects are uncovered.

All faults should be reported to the Health and Safety Officer as soon as they are discovered.

Duties of Staff Members

All staff members must cooperate in the implementation of this policy and assist in ensuring that we maintain a safe working environment. All staff members have a duty to:

- work and conduct themselves in a manner that promotes and ensures their own safety and the safety of others
- follow and obey procedures and practices that have been designed and implemented by us to ensure safe and healthy working conditions
- use any machinery, equipment goods, tools and safety devices following the relevant product instructions and by any specific training which has been issued
- handle or use any substance following the relevant product instructions and following any specific training which has been issued about that substance
- report any accident, injury or any other working condition which they believe to be unsafe or of immediate danger to the appropriate person (as described above)
- assist with any necessary investigations of accidents to introduce new measures to prevent reoccurrence
- use any personal protective equipment that has been provided by us for personal safety reasons under the requirements of the law. All staff members should ensure that they follow the relevant training, and signage or wearing of personal protective equipment.

Reporting Concerns

Staff members can raise health and safety concerns with the Health and Safety Officer. Any concerns will be taken seriously.

If you are worried about raising a concern, please also see our whistleblowing policy.

This policy shall be reviewed annually and shall be updated where appropriate.

DATED: 1st November 2024