



Health & Safety

# Loop Health and Safety Policy

## General Statement

Social Profit Calculator Ltd. trading as Loop recognises that the health, safety and welfare of its employees is an integral and fundamental part of its business. Consequently, best practice will be adopted where possible to ensure that the Company complies with its legal duties and fulfils its moral obligations to its employees and other people who may be affected by its activities.

The Company is committed to provide sufficient resources and do that which is reasonably practicable to ensure the health, safety and welfare of its employees and other persons. In particular by securing:-

- Premises that are safe and without risk to health.
- Arrangements for effective risk management.
- Safe and well maintained plant, machinery and equipment.
- Arrangements for the safe use, handling, storage and transport of articles and substances.
- Adequate facilities and arrangements for welfare at work.

Risk management will be incorporated into the Company's management systems. Significant risks will be identified, measured and controlled to prevent injury, ill health and loss through work activities. The health and safety of employees will be secured by giving suitable instruction, information, training and supervision; safe system of work will be provided and maintained.

The Company will endeavour to raise health and safety standards by measuring and reviewing performance, identifying opportunities to improve and taking corrective action where necessary.

The Company will consult with employees' representatives on matters affecting their health, safety and welfare at work.

The Managing Director is responsible for managing the implementation of this policy and will ensure that it is reviewed 12 monthly. Where this review process results in changes to the policy, the Company Directors will ensure this is communicated to employees.

Social Profit Calculator Ltd. trading as Loop requires all employees to carry out their legal duties to act responsibly, prevent injury to themselves and others and cooperate in all matters relating to health and safety.

# Health And Safety Policy

## Health and Safety Contents:

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# A. Risk Assessment

Social Profit Calculator Ltd. trading as Loop recognises that Regulation 3, 'Risk Assessment' of the Management of Health and Safety at Work Regulations 1999 (MHSWR) applies to its work activities.

As well as the legal reasons for managing risk, the Company recognises that it has a moral obligation to maintain a safe and healthy workplace.

The Company is committed to ensuring that assessments of the risk to the health and safety of employees and others that may be affected by its work activities are carried out and that these assessments are suitable and sufficient. Systematic health and safety assessment and management enable the Company to identify, assess and control foreseeable risk.

The Company will ensure that those personnel carrying out risk assessment are competent to do so. The Company's competent advisors may carry out risk assessments.

Risk will be controlled as is reasonably practicable. Significant findings of risk assessments will be recorded and promulgated to employees.

Assessments will be reviewed at least every year. Assessments will also be reviewed at other necessary occasions when the assessment has been shown to be inadequate or significant changes have occurred. Periodic active monitoring will take place to ensure that control measures are being used and that they are effective.

Assessments will be suitable and sufficient and will:

- Correctly and accurately identify hazards
- Disregard inconsequential risk
- Determine the likelihood of injury or loss
- Quantify the severity of any injury or loss
- Identify persons at risk
- Take account of any existing control measures
- Identify legal duty or requirement relating to the hazard
- Remain valid for a reasonable time
- Provide information to identify additional control measures
- Prioritise remedial measures

The time and effort spent on risk assessments will be in proportion to the seriousness of the risk. In other words, the greater the risk, the more time and effort will be spent on it.

## B. Risk Assessment

Social Profit Calculator Ltd. trading as Loop will fulfil its responsibilities under fire safety legislation and will ensure that fire risk assessment is carried out. This will ensure that suitable control measures are implemented and maintained.

The fire risk assessment will determine the chances of a fire occurring, the hazards from fire and the people at risk. Fire risk will be controlled where necessary and arrangements for safe egress ensured. Emergency procedures will be in place. The Company Director is responsible for ensuring the arrangements for fire safety are in place and tested.

During work on site, the Company will follow the advice of the HSE in Construction Information Sheet Number 51, 'Construction Fire Safety'. Employees will not be permitted to work alone in confined spaces such as ceiling voids and where teams carry out such work, arrangements will be made to ensure fire safety.

For fire risk assessment there are five steps to carry out:

### **Step 1: Identify fire hazards**

- Sources of ignition
- Sources of fuel
- Work processes

### **Step 2: Identify the location of people at significant risk**

### **Step 3: Evaluate the risks**

- Are existing fire safety measures adequate?
- Control of ignition sources/sources of fuel
- Fire detection/warning
- Means of escape
- Means of fighting fire
- Maintenance and testing of fire precautions
- Fire safety training of employees
- Carry out improvements needed

### **Step 4: Record findings and actions taken**

- Prepare emergency plan
- Inform, instruct and train employees

### **Step 5: Keep assessment under review and revise if situation changes**

- The Fire Risk Assessment will be reviewed regularly.

The assessment may also need to be reviewed on other occasions that include:

- A change in legislation
- A change in control measures
- Significant change in the work carried out
- During maintenance, building work or change of layout
- A change in the number of staff, substances used, machinery and furniture layout
- Any other reason to suspect that the assessment is no longer valid

## C. Accident Procedure and First Aid Provision

### Accidents

Social Profit Calculator Ltd. trading as Loop has procedures in place to ensure that accidents, injuries, equipment failures and near misses are investigated.

The Company will comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations and ensure that all reportable injuries, diseases and dangerous occurrences are notified to the relevant authority.

The Company will also employ management procedures to ensure that all accidents and injuries are recorded in an Accident Book as required by the Social Security (Claims and Payments) Regulations.

The Company will ensure accidents, incidents and near misses are investigated as soon after the occurrence as possible. A record will be made of the accident investigation.

When the cause(s) have been established through investigation and corrective action implemented to prevent a re-occurrence, the risk assessment(s) will be reviewed, and any necessary modifications made. The actions to prevent re-occurrence will be recorded.

The Company requires its employees to:

- (i) Report any accident, injury, equipment failure or near miss to their line manager as soon as possible after they occur,
- (ii) Co-operate fully in any investigation.

Records of accidents and associated data will be dealt with in line with the requirements of the Data Protection Act. Any request for access to information will be judged individually on its merits and a decision made by a Company Director whether, and subject to what conditions, access be granted.

### First Aid

Social Profit Calculator Ltd. trading as Loop is committed to providing first aid and medical facilities appropriate to the number of employees and range of work activities and in line with the Health & Safety (First Aid) Regulations.

The Company will ensure the provision of sufficient qualified first aiders and appointed persons. Duty First Aiders will be nominated and their names and location displayed as follows:

- Company Office – General Notice Board
- Work Sites – Site Notice Board

When working on site first aid provision may be obtained by agreement with third party (Main Contractor, Client etc.).

First aid boxes will be provided at premises and in vehicles and maintained as required.

First aid boxes will be checked after use or monthly by:

- Company Office – Office Manager
- Company Vehicles – Employee responsible for vehicle
- Site – Site Foreman

The Company does not allow First Aiders to issue medicines or tablets, e.g. aspirins. Any employee on medication must make prior arrangements with the First Aider so that secure storage and controlled access can be arranged.

## D. Electrical Safety

Social Profit Calculator Ltd. trading as Loop acknowledges that working on, or with, electrical equipment can be hazardous, and it is therefore the Company's intention to reduce the risks as far as is practicably possible.

The Company will maintain and test electrical installations and systems and test portable appliances in accordance with relevant Regulations and guidance issued by the Health and Safety Executive (HSE).

Portable appliance testing will be carried out at regular intervals and the results recorded.

The Company will promote and implement safe systems of work for employees working with electrical equipment. This will include the need to check for any damage or signs of a fault before use. Damaged equipment will not be used. Any suspected defects should be immediately reported to a Line Manager.

Where required, the Company will ensure that low voltage or battery powered tools and equipment is used and that leads and cables are protected from damage and managed safely.

Employee's personal equipment will not be connected to the Company's electrical supply unless permission has been obtained from their line manager and the equipment has been subject to a portable appliance test and recorded in the test register.

Before any new electrical equipment is purchased, the Company will ensure it is assessed for electrical safety.

## E. Noise

Social Profit Calculator Ltd. trading as Loop will take all reasonable steps to safeguard the hearing of employees at work.

The Company will make an assessment of significant noise to which employees are exposed and which is likely to reach the relevant action levels.

Information will be given to employees regarding their exposure to noise hazard and the action required to keep any risk to a minimum.

Where exposure to noise needs to be controlled, the Company will endeavour to reduce the noise in the workplace in the first instance where this is reasonably practicable.

Where personnel have to work in hazardous areas they will be provided with hearing protection.

Where noise reduction controls or hearing protection is employed, the Company will ensure that equipment is kept in good condition and that it is used correctly.

The measurement of noise is a specialist area and the Company will employ competent persons as required.

Noise will be considered at the planning stage of any new development or purchase of equipment and machinery. Suppliers of equipment and machinery will be asked to provide an assessment of the noise exposure to potential operators during the procurement process.

Between the first and second action levels ear protection will be freely available and personnel will be informed that unless they wear the protection there may be risk to their hearing.

Where noise levels exceed the second action level, use of ear protection is compulsory. Ear protection zones will be marked by appropriate signage, as will machinery emitting high levels of noise.

Employees must keep their ear protection available at all times, check for wear or damage before use, and replace any ear protection which appears to be ineffective.

## F. Hazardous Substances

Social Profit Calculator Ltd. trading as Loop is committed to protecting employees from the harmful effects of substances which they may encounter during the course of their employment and which can be hazardous to health in certain situations.

The Company will take all reasonable steps to ensure that all exposure of employees to substances hazardous to health is prevented or at least controlled in line with the Control of Substances Hazardous to Health (COSHH) Regulations, and relevant aspects of the Control of Asbestos Regulations.

The Company will ensure assessments are carried out of the risks created by work involving substances hazardous to health. The assessments will determine any measures necessary to control substances hazardous to health.

Wherever reasonably practicable, substances that have the potential to be harmful will be withdrawn or replaced by a suitable and less hazardous substance.

Substances that cannot be withdrawn will be assessed and control measures introduced to control the risk to employees or others who may be affected. Where reasonably practicable these control measures will not involve the use of personal protective equipment.

Any new substance introduced to the workplace will be assessed prior to use. The use of hazardous substances will be reviewed regularly to ensure that the controls in place are still appropriate and effective.

The assessment procedure will include:

- The identification of substances that are likely to be encountered by employees that have the potential to cause harm.
- The identification of the circumstances where harm is likely to occur.
- The identification of suitable control measures.
- The implementation of the control measures.
- Recording the assessment.
- Monitoring and review the assessment and control measures.

Information, instruction and training will be provided for all employees who may be exposed to hazardous substances.

Employees who may be at risk from asbestos when working with buildings will receive Asbestos Awareness training including identification of asbestos. Training records will be maintained.

Records relating to incidences of suspected / proven exposure to harmful levels and any health surveillance records will be kept by the Company for 40 years.

Employees will follow instructions when using, or have potential exposure to, hazardous substances; Personal Protection Equipment (PPE) must be used on every occasion required, checked for damage or wear before use, and replaced if its effectiveness is in doubt.

## G. Work Equipment

Social Profit Calculator Ltd. trading as Loop recognises that the Provision and Use of Work Equipment Regulations 1998 (PUWER) applies to work equipment supplied for use in the course of its business.

The Company is committed to ensuring that use of work equipment does not result in health and safety risks. Arrangements are in place for the assessment and control of risk.

This will include:

- Provision of equipment that is suitable for the purpose for which it is provided.
- The provision of equipment that conforms with relevant legal requirements.
- The provision of suitable and effective equipment controls.
- Maintenance of work equipment in an efficient state and the regular and competent inspection of equipment as appropriate.
- The suitable control of specific risks and prevention of access to dangerous parts.
- The supply of adequate information and instruction.
- Adequate training of employees in the use of the equipment.
- The provision of suitable and readily comprehensible signs and warnings.

The Company expects that employees carry out their legal obligation to inform managers of any imminent danger to health and safety from provided work equipment.

Work equipment is subject to testing and maintenance at appropriate and regular intervals. The Managing Director has responsibility for ensuring work equipment is sufficiently tested and maintained. Records will be kept of equipment testing.

Employees are instructed to visually check equipment prior to use and to report any defects.

On occasions the Company may hire specific equipment. The Managing Director maintains control and responsibility for equipment that is hired and will ensure that this equipment is accompanied by appropriate inspection and maintenance records.

Statutory requirements determine that various items of work equipment are to be examined at regular intervals by a competent person or an appointed inspector.

Pressure systems will be subject to examinations at appropriate intervals and written records will be kept.

## H. Personal Protective Equipment

Social Profit Calculator Ltd. trading as Loop recognises that personal protective equipment (PPE) is an important element in the control of risk to personnel during some work activities.

Where other control measures have been unsuccessful in reducing risk to health and safety the Company may issue Personal Protective Equipment (PPE) which is effective, suitable, comfortable and compatible with other PPE or workwear used, in line with the Personal Protective Equipment at Work Regulations.

PPE required to control risk to personnel during their work will be provided without charge.

The Company will only purchase PPE that complies with the relevant British or European standard. Appropriate storage or accommodation will be provided for issued PPE.

Personnel who are likely to wear PPE will receive appropriate information and training on its use, limitations, maintenance and arrangements for replacement or repair.

Before PPE is chosen for use an assessment is made to determine whether it is suitable.

Some types of PPE will require routine tests to be carried out. In such cases checks will be carried out by a competent person at the correct frequency. Records of tests will be kept.

### Employee's Duties

Regulation 10 of the Personal Protective Equipment Regulations 1992 places the following duty on employees:

- Use PPE provided in accordance with training and instruction given.

Regulation 11 of the Personal Protective Equipment Regulations 1992 places the following duty on employees:

- To report to the employer any loss or obvious defect in PPE.

# I. Manual Handling

Social Profit Calculator Ltd. trading as Loop is committed to the prevention of injury caused by manual handling.

The Company will, where reasonably practicable, avoid the manual handling of loads and will automate or mechanise operations.

Manual handling operations that cannot be eliminated will be risk assessed. Loads that are moved will be considered other than those that are clearly not significant. Manual handling operations that are identified as having a significant risk will have the results of the assessment recorded. Significant risks will be reduced to the lowest reasonably practicable level by the introduction of effective control measures. These assessments will be available to all personnel and will be reviewed every year or when there is a significant change in conditions.

The guidance issued by the Health and Safety Executive on manual handling will be referred to during the assessment process.

General risk assessments carried out under regulation 3 (1) of the Management of Health and Safety at Work Regulations 1999 will identify risk of injury due to manual handling operations.

The opinion of employees will be sought in identifying manual handling problems and practical solutions to them. The Company acknowledges that training in lifting techniques can significantly reduce the risk of injury. Training will be given to all personnel involved in the manual handling of loads and subsequent supervision and inspection will measure performance.

Where a significant manual handling risk has been identified, the Company will make available information on the load including its weight, centre of gravity if offset and the risks involved in the operation.

Employees have a duty to report to their Manager if they have, or develop, any condition which may affect their ability to carry out manual handling activities or if handling loads may result in a worsening of an existing condition.

## J. Workplace Safety

Social Profit Calculator Ltd. trading as Loop recognises that the Workplace (Health, Safety and Welfare) Regulations (Workplace Regulations) apply to its places of work.

The Company will ensure, so far as is reasonably practicable the health, safety and welfare of everyone in the workplace through compliance with the Workplace Regulations. Adequate welfare facilities will be provided for employees, including those working on site.

The Company encourages the widest possible ownership of health, safety and welfare issues and the views of employees will be sought where possible in the application of the Regulations.

Regular inspections of the workplace will be carried out. Items for inspection include (some may not be applicable on site):

- Ventilation
- Temperature
- Lighting
- Cleanliness
- Room dimensions
- Workstations and seating
- Floors
- Falls and falling objects
- Windows
- Skylight and ventilators
- Window cleaning
- Traffic routes
- Doors and gates
- Sanitary conveniences
- Washing facilities
- Drinking water
- Storage for clothing
- Changing facilities
- Rest and eating facilities

Managers will inspect the premises daily by means of a tour in order to ensure that workplace controls and facilities are in place. Any defects should be identified and a specific risk assessment carried out if required. Appropriate remedial action will be carried out as soon as possible and if not corrected immediately, the information must be communicated to persons on the premises. If possible the area should be cordoned.

## K. Display Screen Equipment (DSE)

Social Profit Calculator Ltd. trading as Loop recognises that DSE has been associated with a range of symptoms related to eyesight and working posture and acknowledges that applying ergonomic principles to the design, selection and installation of equipment, the design of the workplace and the organisation of tasks can prevent these symptoms.

The Company aims to provide a working environment that is both comfortable and maximises the effectiveness of employees. Although the Regulations only apply to DSE users or operators, the principles will be applied to all DSE workstations where reasonably practicable.

The Company will carry out systematic assessment of risk to the health and safety of users. Workstations, regardless of the category of user/s will be risk assessed. Any risks identified by the assessment will be reduced to the lowest practicably level. Information provided by the user/s should be included in the assessment and the assessor should consider any reported problems.

Assessments will be reviewed where there is reason to believe that it is no longer valid or where there has been significant change in the matters to which it relates.

Eye and eyesight tests will be provided to users (as defined in the Health and Safety (Display Screen Equipment) Regulations) who request such a test free of charge.

The Company is committed to giving adequate training and information to users of DSE. Training will be given to employees who use DSE. Information will be passed during training about all aspects of health and safety relating to the workstation and any risk associated with it. 'Users' will be advised of their entitlement to eye tests and glasses.

# L. Safe Systems Of Work & Permit To Work

Social Profit Calculator Ltd. trading as Loop recognises its duty under Section 2.2(a) of the Health and Safety at Work to provide and maintain plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health.

As the provision of safe plant and systems of work are an integral part of this Policy's arrangements for risk control, the provision of safe systems of work will be ensured.

Safe systems of work will be developed for the activities and tasks carried out by staff. Where the risk is higher, more time, money and effort will be spent on the development of such systems and these will be written down and recorded as part of the risk control process. Industry best practice may well form the basis of some safe systems of work.

Safe systems of work will be included in initial and ongoing training for staff. Staff carrying out higher risk activities will need to demonstrate they are competent in carrying out safe systems of work on a regular basis.

A safe system of work may include:

- The physical lay-out of the job
- The sequence in which the work is to be carried out
- The provision of warnings and notices
- The issue of special instructions

Active measuring of Health and Safety performance will include regular observation of staff implementing safe systems. Where there is a need for further training, this will be delivered.

If a system of work is deemed to be too onerous to implement, then staff may report this, and the system of work may be amended as required.

## **Permit to work**

Permits to work are used to let employees know that essential precautions have been taken and, where necessary, physical safeguards are in place.

Permits to work are essentially a strict safe system of work and are generally used where risk is high.

Typically, a permit to work is a management procedure whereby only persons with specific management authority will sign a permit on which ostensibly the life of a worker might depend. To this end, responsibility for the permit-to-work rests with the person in charge of the operation for which the permit is required.

A good permit is one which covers the nature and extent of work to be undertaken and is:

- Simple
- Clear
- Has authority
- Is recognised by all
- If abused will be backed by discipline

Contractors will usually be asked to work to a permit when working in the premises of the Company. In particular, higher risk activities like work on electrical systems, fire alarm or hot work will require a permit.

# M. Working At Height

Social Profit Calculator Ltd. trading as Loop recognise that the Work at Height Regulations apply to its activities when working at height. Work at height will be subject to risk assessment. Where possible, work at height will be avoided. Collective fall prevention measures will be employed when required and fall protection devices may be used.

Work at height will be planned and organised and the weather conditions will be taken account of during the assessment of risk.

The Company will provide appropriate instruction, information and training in the use of access equipment.

Ladders and step ladders will be used for short duration work or access only. Ladders are to be tested regularly by a competent person and checked before use on each occasion. Records of the tests will be kept on file. Any faults will be rectified promptly before use or the equipment taken out of service until declared safe again.

Competent persons will erect tower scaffolds.

Employees using access equipment and safety harnesses will:

- Visually check that the equipment is clean and in good condition before use.
- Use the equipment correctly for the purpose intended.
- Only use scaffold towers and working platform if they are competent and authorised to do so.
- Return the equipment to its correct storage location after use.

## N. Contractors

Social Profit Calculator Ltd. trading as Loop will employ contractors who prove, or have proved, their ability to discharge their primary responsibility to safeguard their employees and other persons who may be affected by their undertakings.

The Director/Manager responsible for engaging the contractor will take into account the contractor's capabilities and limitations, their Health and Safety Policy, relevant risk assessments/method statements and training records as well as their Public Liability and Employer Liability insurance documents, when deciding their suitability for the work.

Contractors engaged by the Company will be given the relevant health and safety information relating to the work, which may affect their employees, and the control measures they need to follow to reduce the risks.

The contractor should ensure that his employees work safely and abide by their own and the clients' health and safety requirements.

The key elements included in this requirement are that the contractor will:

- Provide a Plan or Method Statement which identifies the hazards relating to the work and describes how the contractor will control the hazards to ensure the health and safety of his own employees and the client's employees, visitors and other persons who may be affected.
- Confirm that their employees are suitably competent to carry out the work safely and are committed to following the requirements of their own safety policy and the safety requirements of the site, e.g. signing in and out on each occasion (if required), displaying signs

to warn client's employees of any hazards during the work.

- Report any accidents / incidents or 'near misses' to the client, in addition to the contractor's own reporting procedure.
- Not use the client's plant and equipment such as temporary access platforms, ladders, PPE, lifting equipment, internal transport vehicles and electrical equipment unless exceptional circumstances prevent contractors from using or hiring their own equipment. In such circumstances the express permission must be obtained from a Company Director on each and every occasion.
- Conduct checks at a suitable frequency to ensure procedures are being followed; and be available to discuss or follow up any safety concerns of the client.

Although the primary responsibility to supervise the contractor's work and workforce rests with the contractor, the Company recognises its duty to monitor contractors it has engaged, and will arrange random checks to ensure that the contractor and contractor's employees are complying with their agreed methods and health and safety standards.

## O. Visitors

In addition to the duty placed on the Company under Section 3 of the Health & Safety at Work Act to ensure that its activities do not present a risk to the health and safety of persons who are not employees, the Management of Health & Safety at Work Regulations also place a duty on the Company to assess the risks to, and created by, visitors to the premises under the Company's control and provide relevant information and instructions and any other control measures required to control these risks.

The employee responsible for the visitor attending the premises will provide adequate supervision while the visitor is on site, in terms of:

- Ensuring the signing-in book is completed.
- Ensuring that the visitor is aware of hazards in any areas visited and the corresponding health and safety requirements including the emergency procedures, location of fire exits, etc.
- Ensuring that the visitor possesses, or is supplied with, the correct personal protective equipment, appropriate to any hazards they are exposed to.
- Checking any articles or substances brought by the visitor to ensure they comply with health and safety, or Company policy, requirements and do not put at risk any person on site.
- Ensuring that the visitor is adequately supervised during their time on site appropriate to their activities and their familiarity with the areas entered.

## P. Site Safety

Social Profit Calculator Ltd. trading as Loop recognises that it has a duty to protect persons who are not employees and that this includes visitors, members of the public and trespassers.

The risk posed to persons who are not employees will be assessed and risk control measures introduced if required.

General public areas will be kept free from any unsafe obstructions and activities that could be a hazard to them. Work and activities of possible danger to the general public will be safely guarded or cordoned and appropriate warning notices displayed. Members of the public that could be affected by any work will be notified in advance wherever possible.

Every reasonable precaution will be taken to keep trespassers off the sites and trespassers safety will be considered so they are protected from danger if they do gain access. Children, especially will be considered during this process.

Where third parties or visitors are allowed onto site locations, they will be made aware of safety standards and any special hazards. They will be accompanied by a responsible person and provided with protective equipment.

## Q. Stress and Dignity At Work

Employees may discuss individual problems with their supervisor.

Supervisors have a duty to monitor the health and welfare of employees, e.g. if absence rate has increased or when staff return after a long absence.

Employees who feel they are victim of 'dignity at work' issues such as violence, harassment, sexual or racial discrimination, bullying etc. should report it to their supervisors immediately.

Alternatively, the employee may prefer to discuss the situation with the Health and Safety Adviser or a Director.

The Company will develop a strategy, in consultation with the employee, which should tackle the causes of the problem and produce a conclusion satisfactory to all parties.

## R. Persons With Special Needs

Social Profit Calculator Ltd. trading as Loop recognises there may be additional risk when persons have special needs, e.g. young persons, new and expectant mothers, disabled persons etc., whether they be employees, placements, or visitors and will comply with the law relating to such persons where they are a part of, or may be affected by, its business activities.

Any Manager or Supervisor who has persons with special needs in their charge, or may deal with such persons, has a duty to take into account their special needs and the effect their condition may have on others' safety when assessing risk and deciding control measures.

Managers are responsible for assessing and controlling the risk to persons with special needs.

Where the Disability Discrimination Act applies, the company will ensure the requirements placed on it are met.

Emergency procedures will consider the need to evacuate any persons with special needs to a place of safety.

The Company will ensure a safe working environment for pregnant workers. It is the duty of the employee to inform their Supervisor / Manager as soon as their pregnancy is confirmed by a Medical Practitioner.

The Company may employ persons between the ages of 16 and 18 years and, if so, a risk assessment will be carried out and precautions put in place to ensure the safety of Young Persons.

Younger workers may be at risk because of their relative lack of experience and, in some cases, a lack of maturity, which may reduce their awareness of existing or potential risks.

Managers will carry out specific risk assessments and provide sufficient information, instruction, training and supervision to eliminate or manage the health and safety risks for young employees.

## S. Use Of Company Vehicles

Social Profit Calculator Ltd. trading as Loop recognises that a significant proportion of road accidents can be connected with work activities. Also the Company understands its duty to ensure the health, safety and welfare of its employees at all times, as is reasonably practicable. This includes employees using Company vehicles.

The Company will ensure that the risk from the use of company vehicles is controlled through the provision of suitable selection and training of employees and the correct maintenance of vehicles. Instruction and information will be provided to personnel and a system of supervision employed.

The Company will employ rules relating to the use of its vehicles in order to ensure the safety of its personnel and members of the public.

Company personnel eligible to use Company vehicles will have to produce a valid driving licence for the relevant category of vehicle.

Company vehicles must, at all times, be maintained in a roadworthy condition.

Users of vehicles should ensure that road safety laws are observed at all times. This includes the statutory speed limits, the use of mobile telephones and the use of seat belts by the driver and any passengers.

It is the driver's responsibility to ensure the legal use of the vehicle and that the requirements of relevant road traffic regulations are complied with.

# T. Emergency Evacuation And Non-Routine Situations

## **Bomb Threat**

In the event of a bomb threat call being received by telephone, as much information as possible should be obtained from the caller and written down.

The receipt of the call must be reported by the person who received the call to the Police Service.

### (a) Company Offices

The receipt of the call must immediately be reported to the most senior Director or Manager who will decide, on the information available, whether to evacuate the premises.

The order to evacuate the premises should be passed by personal contact, not by using the Break Glass Fire Alarm System which may activate a bomb, to all employees and indicating:

- (i) By which exit the evacuation should take place,
- (ii) Where to assemble for roll call,
- (iii) That a quick check by the occupants of each office should take place to ascertain whether there are any objects present which should not be there,
- (iv) That personal belongings must be taken away,
- (v) That windows should be left open.

## **Bomb Alerts at Work Sites**

In the event of a bomb threat call being received at a work site, the Supervisor or Senior Employee is to be informed immediately. They will decide whether to evacuate the premises.

If so they should: (i) Contact the Company Office via telephone, report the bomb alert and that the site is being evacuated, and, (ii) Arrange evacuation of the premises and hold a roll call at a safe distance.

## **Evacuation for Other Reasons**

The evacuation procedures in case of fire detailed in the Fire Risk Assessment should be followed where there is a need for evacuation for any other reason.

## **Severe Weather**

The actions in case of severe weather will be decided by the Senior Employee in attendance.

Actions may be:

- To contact employees and instruct them not to attend at work
- To send employees home early
- To offer employees facilities as required
- To evacuate a work site as above
- To make available, safe access and egress.

