HEALTH, SAFETY AND WELLBEING POLICY

CLIPFINE
GROUP OF COMPANIES

1. About this policy and our objectives

1.1. The company accepts that it has legal and moral responsibilities for ensuring, as far as is reasonably practicable, the health, safety & welfare of its employees, sub-contractors and others who may be affected by the way we carry out our business. It is, therefore, the policy of the company that matters of health, safety, and welfare will rank equally with all other business considerations. As such, so far as reasonably practicable, Health and Safety should never be compromised for other objectives.

1.2. Employees' contribution to implementing the company policy, in addition to their own specific legal responsibilities, is to develop awareness and concern for their own safety and that of others who may be affected by their acts or omissions while at work.

1.3. Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

1.4. In recognition that injury, damage, and loss can be avoided, the Chairman is committed to injury and ill health prevention, and as such is responsible for coordinating the overall effectiveness and continual improvement of occupational health and safety within the company.

1.5. The company, for its part, will ensure that sufficient finances are available to provide:

- Places of work that are safe and without risk to health.

- Safe methods of working.

- Plant & machinery that is safe and without risk to health.

1.6. Our objectives are to:

- Establish and maintain effective systems and plans for managing the health & safety impact of its operations to ensure that all risks are properly assessed and controlled.
- Provide and maintain effective emergency response procedures for all operational locations.
- Ensure that all company and contractor employees are competent and able to perform their tasks safely.
- Ensure that all contractors apply health & safety standards that are fully compatible with those of the company.
- Establish and maintain clear, written, standards and procedures to control the risk to health & safety, and ensure these are adhered to.
- Information, instruction, training, and supervision to ensure the health & safety at work of all our employees through all our work activities.

- Reasonable welfare facilities.
- Legal and other requirements related to occupational health and safety hazards.
- Maintain an effective system of joint consultation with company and contractor employees on health & safety matters.
- Ensure that all incidents are properly investigated, and appropriate corrective actions are taken.
- Maintain an effective framework for monitoring and reviewing occupational health & safety performance against objectives.
- Provide a quality, health & safety advisory and audit team to assist line management to meet the standards of performance required by this policy.
- Continual employee engagement to maintain an organisation that employees will want to work for because they feel safe, valued, and part of a supportive work community. Creating an environment to promote a state of contentment which allows an employee to flourish and achieve their full potential for the benefit of themselves and Clipfine.

2. Staff responsibilities

2.1. All staff share responsibility for achieving safe working conditions. Staff must take care of their own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.

2.2. Staff should report any health and safety concerns immediately to their line manager or H&S Advisor.

2.3. Staff must co-operate with managers on health and safety matters, including the investigation of any incident.

2.4. Staff must use equipment in accordance with any instructions given to them. Any equipment fault or damage must immediately be reported to the relevant line manager. Staff will not attempt to repair equipment unless trained to do so.

2.5. Failure to comply with this policy may be treated as misconduct and dealt with under Clipfine's Disciplinary Procedure.

3. Accidents and first aid

3.1. Details of first aid facilities and the names of trained first aiders are displayed on the notice boards.

3.2. All accidents and injuries at work, however minor, should be reported to Line Manager and recorded in the Accident Book which is kept in Site/Project office.

4. Fire safety

4.1. All staff should familiarise themselves with the fire safety instructions, which are displayed on notice boards and near fire exits in the workplace.

4.2. If you hear a fire alarm, leave the building immediately by the nearest fire exit and go to the fire assembly point shown on the fire safety notices or location indicated during your induction.

4.3. Fire drills will be held at least every 6 months and must be taken seriously. We also carry out regular fire risk assessments and regular checks of fire extinguishers, fire alarms, escape routes and emergency lighting.

5. Risk assessments and measures to control risk

5.1. 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.

6. Computers and display screen equipment

6.1. 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.

6.2. Further information on workstation assessments, eye tests and the use of DSE can be obtained from H&S advisor.

7. Wellbeing

Clipfine as an employer has a duty to ensure the health, safety, and welfare of its employees as far as reasonably practicable. It is also required to have in place measures to mitigate as far as practicable factors that could harm employees' physical and mental wellbeing, which includes work-related stress. This duty extends only to those factors which are work-related and within Clipfine's control.

This policy accepts the Health and Safety Executive definition of work-related stress as "the adverse reaction a person has to excessive pressure or other types of demand placed on them". There is an important distinction between 'reasonable pressures' which stimulate and motivate and 'stress' where an individual feels they are unable to cope with excessive pressures or demands placed upon them.

This policy recognises that there are many sources of work-related stress and that stress can result from the actions or behaviors of managers, employees or students.

The Health and Safety Executive have produced a number of **Management Standards** which cover the primary sources of stress at work that, if not properly managed, are associated with poor health and wellbeing, lower productivity and increased sickness absence. These are:

- **Demands** – i.e. workload, work patterns, and the work environment.

- **Control** – i.e. how much say the person has in the way they do their work.

- **Support** – i.e. the encouragement, sponsorship and resources provided by the organisation, line management and colleagues.

- **Relationships** – i.e. promoting positive working to avoid conflict and dealing with unacceptable behaviour.

- **Role** – such as whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles.

- **Change** – such as how organisational change (large or small) is managed and communicated within the organisation.

Clipfine's performance on wellbeing and stress management will be assessed in the context of the HSE Management Standards.

Statement of Intent

Clipfine the Director and the company's senior managers acknowledge the potential impact that work has on an individual's physical and mental health, and that there is a persuasive business case as well as a moral and legal duty for taking steps to promote employee wellbeing as far as reasonably practicable.

We are committed to fostering a culture of co-operation, trust, and mutual respect, where all individuals are treated with dignity and can work at their optimum level.

We recognise that work-related stress has a negative impact on employees' wellbeing and that it can take many forms and so needs to be carefully analysed and addressed at an organisational level.

By implementation of this policy, the company will promote the wellbeing of employees by:

- Creating a working environment where potential work-related stressors as far as practicable are avoided, minimised or mitigated through good management practices, effective Human Resources policies and staff development.

- Increasing managers' and employees' awareness of the causes and effects of stress.

- Developing a culture that is open and supportive of people experiencing stress or other forms of mental ill-health.

- Developing the competence of managers through the Knowledge, Skills and Behaviours framework, so that they manage staff effectively and fairly.

- Engaging with staff to create constructive and effective working partnerships both within teams and across the company.

- Establishing working arrangements whereby employees feel they are able to maintain an appropriate work-life balance.

- Encouraging staff to take responsibility for their own health and wellbeing through effective health promotion programmes and initiatives.

- Encouraging staff to take responsibility for their own work and effectiveness as a means of reducing their own stress and that of their colleagues.

- Provide support, signposting, and guidance in the form of Mental Health Connector (MHFA's) on a ratio no greater than 1:50.

- Where an on-site Connector is not provided, mobile resources will be provided by the SHEQ Department which can be requested at any time.

COVID-19

In order to mitigate transmission of the COVID-19 pathogen, **we will**;

- Operate COVD-19 secure premises
- Maintain enhanced cleaning regimes in our premises
- Support staff who are required to self-isolate or shield
- Protect home workers
- Undertake internal track and trace in order to identify source of infection
- Should an outbreak occur to collaborate with Public Health England
- Communicate current government guidance to our staff
- Monitor our arrangements

In order to mitigate transmission of the COVID-19 pathogen, **all staff must**;

- Do not attend any workplace if you identify any of the recognised symptoms within yourselves or anyone in your household or support bubble.
- You must follow government guidance on self-Isolation and notify Clipfine Management immediately
- Notify Clipfine management should you be categorised in an 'At Risk' Group
- Comply with COVID Security arrangements within our offices and workplaces

This policy applies to all employees of Clipfine Limited.

Date: November 2020

Signed:

T. MacCarron
Chairman

Clipfine Limited

30 John Street	Tel 0845 6128811
London	info@clipfine.com
WC1N 2AT	www.clipfine.com