



Health and Safety Policy Statement.

Purpose of the policy

1. Adapt studio takes health and safety issues seriously and is committed to protecting the health and safety of its staff and all those affected by its business activities and attending its premises. This policy is intended to help the Employer achieve this by clarifying, who is responsible for health and safety matters and what those responsibilities are.
2. This is a statement of policy only and does not form part of your contract of employment. This policy may be amended at any time by the Employer in its absolute discretion. The Employer will review this policy at regular intervals to ensure that it is achieving its aims effectively.

Who is responsible for workplace health and safety

3. Achieving a healthy and safe workplace is a collective task shared between the Employer and staff. This policy and the rules contained in it apply to all staff of the Employer, irrespective of seniority, tenure and working hours. Including all employees, directors and officers, consultants and Specific responsibilities of staff are set out in the section headed "Responsibilities of all staff" below.

Employer responsibilities

4. The Employer is responsible for:

- a. taking reasonable steps to safeguard the health and safety of staff, people affected by the Employer's business activities and of people visiting its premises;
- b. identifying health and safety risks and finding to manage or overcome them;
- c. providing a safe and healthy place of work and safe entry and arrangements, including an emergency;
- d. providing and maintaining safe working areas, equipment and systems and, where necessary, appropriate protective clothing;
- e. providing secure methods for the use, handling, storage and transport of articles and substances;
- f. providing adequate information, instruction, training and supervision to enable all staff to do their work safely, to hazards and to contribute positively to their health and safety at work The Employer will give you opportunity to ask questions and advise best to contact in respect of those questions, if you are unsure about how to safely carry out your work.
- g. ensuring any health and safety representatives receive appropriate training to carry out their functions effectively;
- h. providing a health and safety induction and proper safety training to your role;
- i. promoting effective communication and consultation between the Employer and staff concerning health and safety matters and will consult with staff directly relating to health and safety;
- j. if an epidemic or pandemic alert is issued: providing instructions, arrangements and advice to staff as to the organisation of business operations and steps to be taken to minimise the risk of infection;
- k. regularly monitoring and reviewing the management of health and safety at work, making any necessary changes and bringing those to the attention of all staff.

5. Overall responsibility for health and safety is appointed to Nayeem Shaik as the Principal Health and Safety Officer with day-to-day responsibility for health and safety matters.

6. Any concerns about health and safety matters should be notified to the Principal Health and Safety Officer.

Responsibilities of all staff

General staff responsibilities

- All staff must take reasonable care for their health and safety and that of others who may be affected by their acts or omissions
- Co-Operate with the Principal Health and Safety Officer and the Employer generally to enable compliance with health and safety duties and requirements;
- Comply with any health and safety instructions and rules: including instructions on the safe use of equipment;
- Keep health and safety issues in the front of their minds and take personal responsibility for the health and safety implications of their own acts and omissions;
- Keep the workplace tidy and hazard-free;
- Report all health and safety concerns to the Principal Health and Safety Officer promptly, Including any potential risk: hazard or malfunction of equipment, however minor or trivial it may seem;

Staff responsibilities relating to emergency evacuation and fire

- All staff must familiarise themselves with the instructions about what to do if there is a fire which;
 - a. ensure they are aware of the location of fire extinguishers, fire exits and alternative ways of leaving the building in an emergency
 - b. comply with the instructions of fire wardens if there is a fire: suspected fire or fire alarm (or a practice drill for any of these scenarios);
 - c. co-operate in fire drills and take them seriously (ensuring that any visitors to the building do the same): fire drills will be held at least once every 12 months;
 - d. ensure that fire exits or fire notices or emergency exit signs are not obstructed or hidden at any time;
 - e. notify the Principal Health and Safety Officer immediately of any circumstances (for example impaired mobility) which might hinder or delay evacuation in a fire. This will allow the Principal Health and Safety Officer

On discovering a fire:

- All staff must, immediately trigger the nearest fire alarm and notify the location of the fire;
- Attempt to tackle the fire ONLY If they have been trained or otherwise feel competent to do so. Nominated members of staff will be trained in the use of fire extinguishers.

On hearing the fire alarm: all staff must:

- remain calm and immediately evacuate the building: walking quickly without running: following any instructions of the fire wardens;
- leave without stopping to collect personal belongings;
- stay out of any lifts; and
- remain out of the building until notified by a fire warden that it is safe to re-enter.

The Principal Health and Safety Officer IS responsible for ensuring fire risk assessments take place and changes made where required. Also, for making sure, there are regular checks of fire extinguishers: fire alarms: escape routes: signage and emergency lighting.

Risk assessments, display screen equipment

7. Risk assessments are simply a careful examination of what in the workplace could cause harm to people. The Employer will assess any risks and consider measures to minimise any risk best. The Employer will carry out general workplace risk assessments required or as reasonably requested by staff Managers must ensure that any necessary risk assessments take place and the resulting recommendations are implemented. The Principal Health and Safety Officer is responsible for workplace risk assessments and any measures to control risks.

8. Staff who use a computer for prolonged periods should try, where possible to organise short breaks every few hours away from the computer screen. They may request a workstation assessment or an eye test by an optician by contacting the Principal Health and Safety Officer. The Principal Health and Safety Officer will then provide you with more details and make arrangements if you would like to proceed

Non-compliance with health and safety rules

9. Any breach of the health and safety rules or failure to comply with this policy will be taken very seriously and is likely to result in disciplinary action against the offender: following the Employees disciplinary policy: up to and including immediate dismissal.



Isaac Moody
Director



Seline Natour
Director



Nayeem Shaik
**Financial & Manufacturing
Manager**