



Vainglorious

Trading name of Vintagebooth Ltd

Registered address: 25 Lynemouth Court, Nottingham NG5 8TY

Health & Safety Policy

Introduction

Our health and safety policy is to prevent accidents and cases of ill-health related to our work both for employees and our contractors. Our operations will be conducted at all times with an aim to extend our due diligence to cover our clients and members of the public affected by our work. Specifically, we recognise that often, our employees and contractors are working alone, remotely and without direct supervision. Our policy has been created with specific reference to the TUC and HSE guidance on occupational Health & Safety at work, and ISO45001.

Statement of Intent

We will

- Manage health and safety risks in our workplace, on location and when operating on client premises and in public
- Provide clear information and instructions and training to ensure our employees and contractors are competent to do their work in a manner safe for themselves and anyone affected by that work
- Provide personal protective equipment
- Consult employees and contractors, and where requested their union representatives on matters regarding their health and safety
- Maintain safe and healthy working conditions
- Implement emergency procedures including evacuation in case of fire or serious incident
- Carry out risk assessments whenever required
- Protect lone workers, defined as someone who is working alone without direct or close supervision, often remotely
- Maintain and regularly review effective communication channels between employees and us as their employer, so that they can raise immediate health and safety concerns with us, and also general feedback into our policy
- Review this policy annually, and sooner if any aspects of our work or procedures change

Lone working

Much of the work we conduct involves employees and contractors working alone, remotely from clients' premises. We recognise this specifically and have tailored our policy to address the specific risks this entails.

We acknowledge those increased risks in a general sense as being

- Lack of direct supervision
- Unfamiliarity with health and safety risks and control measures specific in place at remote and client workplaces
- Sudden illness and emergencies
- Violence and abuse from members of the public and clients
- Inadequate provision of rest, hygiene and welfare facilities
- Risks related to driving and transport
- Theft at remote workplaces and when travelling to them
- Fire
- Effects of social isolation on mental health

We have taken measures to address these risks, including but not limited to

- Performing risk assessments to cover remote & lone working, and involving the employee or contractor in the undertaking of those assessments
- Training and instruction provided by us on control measures and up to date contact methods to reach the responsible health and safety representative at our company and on site at the client location
- Liaising with the relevant occupational health and safety representative at client workplaces to effectively communicate their risks and control measures to our employees and contractors

Responsible person

Overall and final responsibility for health and safety rests with:

Lee Garland

Those responsibilities include safety, risk assessments, consulting employees, accidents, first-aid, monitoring, accident and ill-health investigation, emergency procedures, fire and evacuation, maintaining equipment, information, instruction and training.

In addition, employees and contractors are made aware they should cooperate with supervisors and managers on health and safety matters, take reasonable care of their own health and safety and report all concerns to an appropriate person on site or within the company.

Signed _____ Date _____

Print _____ Review date _____