



**Staffordshire**  
Chambers of  
Commerce.



# **Staffordshire Chambers of Commerce & Industry Ltd**

## **Health & Safety Policy**

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Staffordshire  
Chambers of  
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## HEALTH AND SAFETY POLICY STATEMENT.

**THIS POLICY SHOULD ALSO BE READ IN CONJUNCTION WITH**

- **THE LONE WORKING POLICY**
- **THE MENTAL HEALTH POLICY**
- **THE POSITIVE ABOUT DISABILITY POLICY**

Staffordshire Chambers of Commerce and Industry Ltd has as its objective to provide a safe, healthy and efficient place of work for its employees. This policy is therefore designed to eliminate all possible risks of injury, ill health, damage or wastage.

The company recognises its responsibilities, so far as it is within its power, to prevent injuries or damage to the health, safety and welfare of employees and third parties. To achieve this, the active co-operation of **all** employees is essential. The Consultation with Employees Regulations 1996 and the Information and Consultation Regulations 2008 and 2010 requires employers to consult with employees on any matters affecting their health and safety. We will do this through Management which meet on a regular basis and relate information to employees as required.

Responsibilities for health and safety will be effectively assigned to Management to ensure effective operations of this policy.

### **Employees**

The Health & Safety at Work Act 1974 (Section 7), and the Management of Health & Safety Regulations (Regulation 14) place legal requirement on employees to co-operate with the employer in all matters relating to health and safety. You will be expected to act in such a way as not to endanger your own or anyone else's health and safety.

### **General**

Specific areas of health and safety e.g. fire evacuation, will be addressed under appropriate section of the general policy. Training will be made available for employees.

This policy will be updated annually and amended accordingly.

**Signed:**  
**Position:**

  
**Chief Executive**

**Name:**  
**Date:**

**Rachel Laver**  
**12/03/2025**

## **Introduction**

In accordance with the Company's policy, every endeavour will be made to ensure that the highest standards of health, safety and welfare that are reasonably practicable are maintained. The Company shall provide information, instruction, training and supervision to enable all personnel to work safely and without risk to their health and safety.

These arrangements cannot be construed as covering every possible hazard which may arise or that by observing these arrangements an individual is absolved of their legal, employment or contract obligations. Personnel must observe the requirements of current legislation. Failure to comply with any health and safety instructions, working procedures, safety rules etc. may result in disciplinary action in accordance with the Company's Terms and Conditions of Employment.

## **The Management of Health & Safety**

1. A general health and safety audit will be carried out as a minimum every six months.
2. General Risk Assessments will be undertaken, as necessary, to assess where risks may arise and to ensure all measures are taken to control such risks.
3. Such assessments will take particular account of young persons with respect to:
  - the inexperience, lack of awareness of risks and immaturity of young persons;
  - the fitting-out and layout of the workplace/workstation;
  - the nature, degree and duration of exposure to physical, biological & chemical agents;
  - the form, range and use of work equipment;
  - the organisation of processes and activities;
  - the extent of health and safety training provided/to be provided to young persons;
  - risks from agents, processes and work listed in the Annex to the Management of Health & Safety at Work Regulations 1999.
4. Such assessments will also (where appropriate) take particular account of risks (by reason of their condition) to new or expectant mothers as necessary. Assessment will be made where risks may arise and it will be ensured that all measures are taken to control such risks. Where there is significant risk at work to the health of a new or expectant mother, which goes beyond the level of risk to be expected outside the workplace, then the following steps will be taken to remove her from the risk:
  - temporarily adjust her working conditions and/or hours of work or if it is not reasonable to do so, or would not avoid the risk;
  - offer her suitable alternative work if any is available or if that is not feasible;
  - suspend her from work (paid leave) for as long as is necessary to protect her safety or health or that of her child.
5. Relevant personnel will be informed of the outcome of Risk Assessments and the preventive and protective measures required to undertake the task/s. All Assessments will be recorded and made available on request.
6. Assessments will be continuously reviewed.

7. The Company will provide suitable and sufficient information, instruction and training relating to relevant residual risks.
8. Formal consultation will take place with all employees via briefing meetings, notice boards and/or electronic mail before any changes are made to their working practices or environment, which may have an effect on their health and safety.
9. Regular health and safety monitoring will be undertaken to review control measures and practices.
10. Regular consultation meetings will be held with tenants to ensure that they have health and safety procedures in place and that these compliment the Chamber's policy and procedures.
11. With the onset of Covid-19 (and relevant to any subsequent pandemics), the Chamber will comply with any relevant legislation, carry out regular risk assessments in line with government guidelines, have policies and procedure in place to ensure the safety and wellbeing of staff and visitors.

#### **1. The Chief Executive**

The Chief Executive has overall responsibility for health, safety and welfare matters within the organisation. She shall ensure that there is an effective policy for health and safety, ensure the provision of regular reviews of its efficiency and the provision of adequate personnel, funds and materials to meet requirements within the Health & Safety Policy. The Chief Executive shall also:

be familiar with all relevant health and safety legislation, understand and promote all relevant information contained in the Health & Safety Policy;

1. Ensure that arrangements are in place to ensure the Policy is updated and amended as necessary;
2. Ensure that Health & Safety Co-ordinators are appointed/trained in relevant matters of health and safety;
3. Liaise with Health and Safety Co-ordinators to ensure that responsibility for safety is properly assigned and accepted at all levels;
4. Ensure arrangements are made for the provision of suitable and sufficient safety training for all personnel;
5. Ensure arrangements are in place to ensure that young persons and / or trainees are adequately supervised at all times;
6. Ensure that arrangements are in place for a Fire Risk Assessment to be carried out for all premises under the Company's control;

7. Ensure arrangements are in place to ensure that plant and equipment maintenance procedures are drawn up and implemented (this includes regular maintenance and servicing of equipment);
8. Ensure arrangements are in place for consultation with employees with regard to matters of health and safety and that such arrangements ensure personnel are informed of any relevant changes in legislation that affect them.
9. Ensure appropriate resources are allocated to allow for the elimination and/or control of known hazards and to safeguard against the introduction of new risks;
10. Ensure Contractor/Sub-Contractor tenders include adequate provision for safe working, procedures and conditions.
11. Put arrangements in place to ensure a suitable person is available to accompany any Enforcement Officer on any visit and that action is taken on their recommendations;
12. Ensure arrangements are in place so that health and safety monitoring is regularly undertaken;
13. Ensure that any individual failing to discharge their health and safety responsibilities satisfactorily is subjected, as necessary, to disciplinary action in accordance with the Company's Disciplinary Procedure;
14. Set a personal example by demonstrating high standards of application and discipline in health and safety.

**Signed**

**Rachel Laver**



## **2. The Health & Safety Co-ordinator**

The principal health and safety duties of the Health & Safety Co-Ordinator is as follows.

1. To ensure they are familiar with the requirements of all relevant health and safety legislation.
2. To understand fully and promote all relevant information contained in the Company Health and Safety Policy and any additional relevant procedures etc.
3. To provide for all personnel, written information sheets, incorporating any preventive measures to be taken (e.g. personal protective equipment requirements).
4. To ensure COSHH Hazard Information Sheets relating to any substance/material to be used/stored are available to those who may be affected by them, that assessments are undertaken and that employees are trained.
5. To ensure that health and safety monitoring is regularly undertaken to review control measures and practices, as necessary.
6. To ensure fire/emergency inspections are regularly undertaken to ensure all equipment and procedures are satisfactory and remedied where necessary.
7. To provide line managers with assistance to compile written instructions to establish working methods, to explain the sequence of operations, to outline potential hazards and to indicate precautions to be adopted.
8. To ensure that any individual failing to discharge health and safety responsibilities satisfactorily is subject, as necessary, to appropriate disciplinary action, in accordance with the Company's Disciplinary Procedure.
9. To set a personal example by demonstrating high standards of application and discipline in health and safety.

### **3. Line Managers**

Line managers are responsible for the safe and healthy working conditions of their subordinates in relation to the areas under their direct control. They are also responsible for ensuring that safety rules and procedures are notified to their subordinates. The principal health and safety duties of line managers are as follows.

1. To understand and promote all relevant information in the Health & Safety Policy.
2. To ensure that all policies, regulations, approved Codes of Practice and company procedures on health and safety are communicated to, and implemented by, personnel within their control, including sub/contractors, if applicable.
3. To instill safety awareness in their personnel through personal contact and to give full support to all safety activities organised and to provide support and advice and to consult with all members of personnel under their control on health and safety matters.
4. To ensure adequate training, instruction, information and, where necessary, supervision is provided. Special consideration shall be made with regards to young persons and trainees.
5. To ensure all personnel within their control are trained/instructed on safe operating methods, and in the procedures for the reporting of hazards, faulty equipment and ideas for improvements.
6. To ensure employees are only allocated work according to their ability, and that they have been given the appropriate instructions and/or training to enable them to carry out their work in a safe manner, ensuring that they do not take any unnecessary risks and that correct precautions are taken.
7. To co-ordinate sub/contractors working in areas within their control, where applicable.
8. To acquire, hold and make available where required, information on the potential hazards of articles and substances used by personnel within their control, and to ensure that all necessary assessments have been carried out.
9. To arrange a programme for the progressive elimination of known hazards within areas under their control and to ensure the progressive introduction of measures required by any new relevant legislation, approved codes of practice or Company policy/procedures.
10. To inform personnel, working in areas within their control, of any potential hazards associated with their work and all necessary precautions, including drawing their attention to any relevant Assessment/Hazard Information records.
11. To ensure that safety equipment and all personal protective equipment needed for each operation is provided/readily available, and is used/worn as appropriate.

12. To ensure that personnel, including sub/contractors, are informed of health, safety and welfare, first aid and emergency arrangements and that such facilities and equipment are maintained.
13. To ensure all equipment/plant is suitable for the task and is maintained in good condition. (This includes regular maintenance and servicing of equipment.)
14. To ensure only trained, competent, authorised personnel use any plant, tools, equipment and vehicles.
15. To ensure that safe working conditions prevail and equipment safeguards are functioning satisfactorily so far as they can establish - any corrective work found necessary being put in hand.
16. To ensure that materials are stored safely and that, where appropriate, fire fighting equipment is readily available.
17. To conduct regular safety inspections - monitoring all operations under their control to review control measures and practices, etc., as necessary.
18. To carry out fire safety tours within their respective areas of responsibility from time to time and ensure corrective action is taken where necessary. To know the location of fire equipment in their respective areas.
19. In the event of an evacuation for fire or bomb alert, ensure that areas under their control are clear of people, co-ordinating with the Fire Marshals as necessary.
20. To take prompt corrective action whenever unsafe acts are noticed or reported to them.
21. To ensure that cleanliness, tidiness and all that contributes to good housekeeping is of an acceptable standard.
22. To ensure that all accidents are reported and recorded and attention given by medical or first aid staff as appropriate.
23. To notify the Health & Safety Co-ordinator immediately they are informed that any employee is suffering from a reportable disease or any other health, safety or welfare problem.
24. To investigate and report all incidents/accidents, including those which result in only minor injuries, or cause loss or damage to plant or materials with no injury. To take appropriate remedial action to prevent reoccurrence.
25. To set a personal example by demonstrating high standards of application and discipline in health and safety.



#### 4. Company Employees

All employees, irrespective of status, have a personal responsibility as follows.

1. To take reasonable care for their own health and safety and to consider the safety of others who may be affected by their actions or omissions.
2. To be familiar with all relevant information in the Health and Safety Policy and to co-operate in the implementation of its contents.
3. To understand and comply with all instructions, working procedures, safety rules etc. which apply to their work. (Some rules have a general application, like those pertaining to fire risks and emergencies and, in view of their potential seriousness, enforcement of the rules will be rigidly exercised. Other rules, equally important, pertain to specific jobs and equipment, for example, those relating to correct use of equipment.)
4. To work with due care and attention at all times. (Whilst it is management's responsibility to provide and maintain equipment necessary for safe working, it is equally the employee's responsibility to use that equipment properly. There is a legal obligation to do so.)
5. Never operate plant, tools, equipment or vehicles or undertake any task unless trained and authorised to do so.
6. To keep all such plant, tools, equipment and vehicles in good condition and to report any defects immediately.
7. To wear/use personal protective equipment (PPE) as instructed or when circumstances dictate its use. To report all deficiencies to the Line Manager.
8. To report any hazards seen and, if appropriate, make suggestions for elimination/control and to warn personnel of known hazards. (If personnel are aware of any hazardous situation, they should not wait for an accident to occur - they **MUST REPORT IT IMMEDIATELY** to the H & S Coordinator).
9. To ensure their work area is kept clean and tidy. At all times every effort must be made to keep the workplace clean and tidy. The workplace should be cleared as work proceeds.
10. To never intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.
11. To refrain from horseplay and the abuse of any facilities.
12. To report ALL accidents, injuries, dangerous occurrences and "near misses", no matter how trivial. All accidents and dangerous occurrences, whether anyone is injured or not, **MUST** be reported to the H & S Coordinator.

13. To co-operate in the investigation of accidents with the objective of introducing methods to prevent a reoccurrence.
14. To raise any safety matter with the appropriate person.
15. Never to take short cuts. Always use safe means of access/egress provided.
16. Always obey all warnings, signs, instructions and notices, wherever given/displayed, including those given by the Chamber, other organisations or authorities.
17. Always obtain assistance with lifting, where necessary.
18. Always be alert when working in the vicinity of mobile plant and associated equipment.
19. To make every effort to reduce noise to a minimum. Where this is not possible, to wear suitable ear protection as provided.
20. To be aware of the Company's rules relating to alcohol and drugs, as detailed in the Health and Safety Policy and the Employment Handbook.
21. To set a personal example by demonstrating high standards of application and discipline in health and safety.

## **5. Contractors and Visitors**

1. Shall observe the Company Safety Rules and any instructions being in force at that time given to them in writing or verbally by a member of the Company in charge of the work being undertaken.
2. Shall not work on the premises until relevant safety rules are read, understood and accepted.
3. Shall not work on Company premises until covered by Insurance against risk. This includes presenting a copy of their public liability insurance.
4. Shall request information regarding emergency evacuation procedures.
5. Contractors will be asked for a copy of their own Company Safety Policy and will be questioned, by a member of the Company in charge of their work, on their arrangements for contract compliance and undertaking safety inspections covering their operations whilst on our Company premises.
6. Visitors and contractors (Prior to work commencing) must be accompanied by a member of staff who will take responsibility for said visitors and contractors during the visit. Each such visitor must "sign in" at reception where they will be met by a Company

employee. They must sign out on leaving.

## **6. Risk Assessment/COSHH Assessments**

Risk COSHH Assessments will be documented as required and used as training materials to ensure Employees are protected against injury or ill health.

## **7. Health & Safety Training**

1. Health and safety induction training will be undertaken by all new personnel, including Agency and temporary personnel.
2. In addition, training will also be provided at each change in site, function, equipment, after a work accident or an absence of several months.
3. External Health and Safety Consultants will assist with advice regarding health and safety training requirements.
4. All health and safety training will be recorded. Such training should ensure employees are aware of their health and safety responsibilities/duties and are competent to carry them out. It should also ensure that they are competent to operate any specialist plant, tools, equipment and vehicles, if required.
5. Training in specific procedures is detailed within the relevant procedure

Procedures are also in place for Fire, First Aid, Stress, Smoking, Use of mobile phones, Use of Company Vehicles, Home Workers, Alcohol & Drug Abuse, Bullying and Harassment. These can be seen up on request.

## 8. Environmental

The Chamber's Sustainability and Quality policy sets out the Company's commitment to reducing its impact on the environment. The Company operates an Environmental Management System has achieved the ISO14001 Environmental Standard.

1 <sup>st</sup> Issue	September 2008
2 <sup>nd</sup> Issue	September 2009
3 <sup>rd</sup> Issue	September 2010
4 <sup>th</sup> Issue	October 2011
5 <sup>th</sup> Issue	September 2014
6 <sup>th</sup> Issue	September 2018
7 <sup>th</sup> Issue	March 2019
8 <sup>th</sup> Issue	September 2020
9 <sup>th</sup> Issue	November 2021
10 <sup>th</sup> Issue	November 2022
11 <sup>th</sup> Issue	November 2023
12 <sup>th</sup> Issue	August 2024