



## **Ixion Group**

# **Health and Safety Policy**

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## **PART 1 – STATEMENT AND ORGANISATION**

### **1.1 STATEMENT OF INTENT**

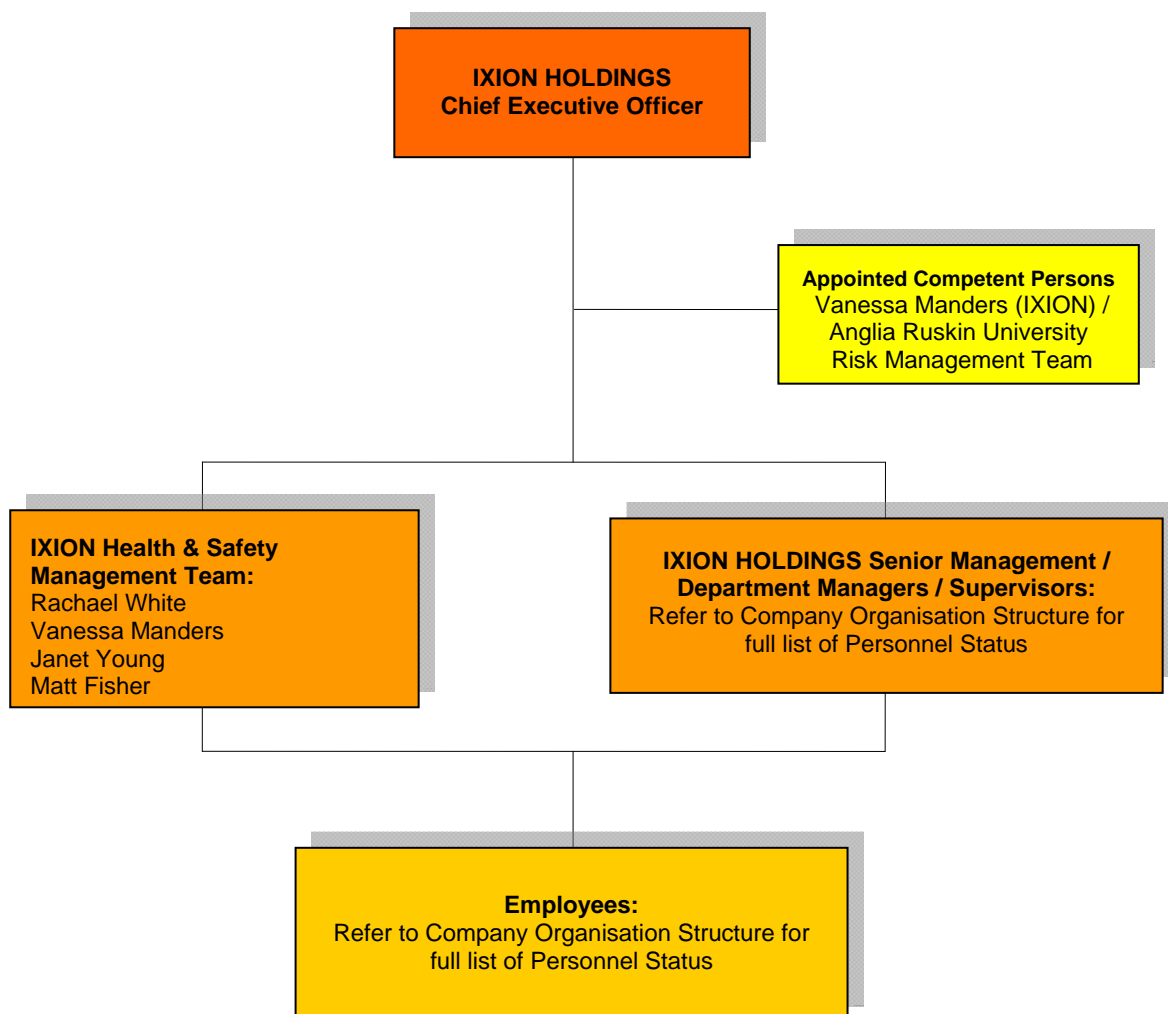
1. It is the policy of IXION HOLDINGS to promote the health, safety and welfare of all employees, visitors, contractors, those receiving the services of IXION HOLDINGS or members of the public who could be affected by our activities.
  
2. IXION HOLDINGS is committed to ensuring that risk assessments are carried out as required by the Management of Health and Safety at Work Regulations 1999 and other relevant legislation. Risk assessments will be carried out annually by IXION HOLDINGS' Health and Safety Co-ordinator, set out in writing and signed by IXION HOLDINGS' Finance Director. No work is permitted to be carried out unless it is covered by a suitable and sufficient assessment of significant risks involved, and that information is supplied to all persons who may be affected by the risks.
  
3. IXION HOLDINGS arranges for work activities to be carried out by competent personnel. A person can only be competent in discharging a duty if they accept that duty and have sufficient experience, training, knowledge and resources to be able to carry out that duty.
  
4. IXION HOLDINGS are a part of Anglia Ruskin University and as such are responsible to the Vice-Chancellor for the implementation of arrangements set out in the University Health and Safety Policy Statement and other safety policy documents.
  
5. It is a legal requirement under the Health and Safety at Work etc Act 1974 and Management of Health and Safety at Work Regulations 1999 that:-
  - a) All employees must take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work;
  - b) Employees and others must use correctly all work items provided by the employer, in accordance with training and instructions;
  - c) Employees and others must co-operate with the employer to enable compliance with statutory duties;
  - d) Employees must report without delay any work situation which might present a serious and imminent danger, and notify any shortcomings in the health and safety arrangements;
  - e) No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

6. To give effect to this policy, the organisation and arrangements have been approved and authorised by the Chief Executive Officer, who has ultimate responsibility for management of health and safety within IXION HOLDINGS.

7. This policy is intended to reflect the current state of affairs within IXION HOLDINGS. To this end it will be revised upon any substantial change of organisation or arrangements within IXION HOLDINGS, and in any case reviewed annually.

8. This policy and its revisions will be communicated to all persons affected by the activities of IXION HOLDINGS by whatever means are appropriate.

9. Organisation for implementing the Health and Safety Policy within IXION HOLDINGS;



Arrangements and procedures for reporting Health and Safety matters, near misses, dangerous occurrences or accidents:

**IXION HOLDINGS Health & Safety Team:**

Rachael White (Tel: 01245 241422)  
Vanessa Manders (Tel: 01245 241410)  
Janet Young (Tel: 01245 241425)  
Matt Fisher (Tel: 01245 241424)

**Address:**

Ixion Holdings Limited  
Alexandra House  
36a Church Street  
Great Baddow  
Chelmsford  
Essex  
CM2 7HY

**IXION HOLDINGS Health & Safety Co-ordinator:** Vanessa Manders

**IXION HOLDINGS Fire Marshalls:**

Vanessa Manders	Jon Burley
Janet Young	Mike Carroll
Matt Fisher	Natasha Limbick
Chris Adams	David Elliott

**IXION HOLDINGS First Aiders:**

Vanessa Manders  
Chris Adams  
Katie Barker

**Risk Assessments**

Risk Assessments will be carried out by Vanessa Manders on an annual basis in the following areas:

- General Office Duties
- Fire Safety
- First Aid
- Use of Display Screen Equipment (Computer) Workstations
- Home working
- Manual handling
- Hazardous substances
- Safe Driving

## **Safety Audit**

A safety audit will be carried out every 3 years in line with safety audits carried out at Anglia Ruskin University.

## **Accident Reporting**

Accident/Incidents/near misses must be reported to a member of the IXION HOLDINGS Health and Safety Team immediately. The team member will ensure that the Accident/Incident/Near Miss is recorded appropriately (see section in IXION HOLDINGS Health and Safety Policy on Accident / Incident Management).

## **First Aid**

Please see list of IXION HOLDINGS qualified First Aiders (above).  
If you have any queries please contact Vanessa Manders.  
(See section in the IXION HOLDINGS Health and Safety Policy on First Aid Arrangements).

## **Fire and Emergency Evacuation**

Please see list of IXION HOLDINGS Fire Wardens (above).  
All employees, contractors and visitors are informed of the location of the external Fire Assembly Point and the evacuation procedures.  
Full details on evacuation procedures can be found in the IXION HOLDINGS Health and Safety Policy.

Full details of the Ixion Holdings Health and Safety Policy can be found on the IXION HOLDINGS Intranet site.

A handwritten signature in black ink, appearing to read 'J.R. Smith'.

**Signature of Chief Executive Officer**

**Date September 2009**

## 1.2 CHIEF EXECUTIVE OFFICERS RESPONSIBILITIES

1.2.1 The Chief Executive Officer will be responsible for ensuring the effective day-to-day implementation of the Policy of Health & Safety.

1.2.2 Ensuring employee safety in respect of compliance to specific arrangements, applicable to activities within their departments. Ensuring that safe systems of work are identified and adhered to.

1.2.3 Responsible for alerting the IXION Holdings Limited appointed competent person of any new activities, so that Risk Assessments can be completed / reviewed.

1.2.4 Identify training needs with respect to health and safety.

1.2.5 When using services of other contractors (self employed persons etc.) on IXION Holdings Limited premises, ensure the appropriate procedure is adhered to which will incorporate the:-

- a. Exchange of Safety Policies
- b. Safe systems of work will be used
- c. The safety of all persons affected by their activities
- d. Obtaining of contractors' Risk Assessments
- e. Assessing the competence of contractors

## 1.3 THE HEALTH & SAFETY MANAGEMENT TEAM RESPONSIBILITIES

The Health & Safety Management Team are responsible for:

Health and Safety training

Fire safety, first aid, accident reporting,

PAT testing - new staff induction on these areas

Vanessa Manders

Risk Assessments and Health and Safety audits

For 2009/10

Anglia Ruskin University

Display Screen Equipment

Janet Young

In particular:-

1.3.1 Ensuring the effective implementation of this Policy of Health & Safety within their area of control including consideration to changes in legislation, the workplace, work activities, and individuals.

1.3.2 Ensuring the necessary resources are available to allow this policy to be implemented.

1.3.3 Keeping themselves informed of incidents/accidents occurring within their respective areas of control and ensuring that the procedures for reporting, recording and investigating are adhered to.

1.3.4 Ensuring arrangements are implemented for the appropriate health & safety training of all staff.

1.3.5 Ensuring the provision and maintenance of safe machinery, equipment, working conditions, safe systems of work and safe place of work.

1.3.6 Ensuring that substances that may be hazardous to health are assessed under COSHH, handled, used and stored safely.

1.3.7 Ensuring arrangements are implemented for employees' involvement in health & safety matters by the organisation and encouragement of good communication.

1.3.8 Ensuring that staff adheres to all health and safety arrangements at all times whilst at work.

1.3.9 Ensuring that this Policy is effectively communicated to all existing and new members of staff.

#### **1.4 RESPONSIBILITIES OF THE DEPARTMENT MANAGERS**

Department Managers principal health and safety duties are to:

1.4.1 Bring to the Company's notice unsafe or unhealthy conditions, which may affect any employees.

1.4.2 Pro-actively participate in health and safety inspections/tours/audits of premises under control of IXION Holdings Limited.

1.4.3 Attend Management meetings which include a quarterly Health & Safety briefing, in order to continually improve safety standards within IXION Holdings Limited.

1.4.4 Participate in the investigation of potential hazards; accidents or dangerous occurrences.

1.4.5 Ensure that any Health & Safety issues brought to their attention are reported to the Health & Management Team and action taken.

1.4.6 Participate in the consultation process to bring on any changes to Health and Safety arrangements necessary due to changes in legislation, activities etc.

## **1.5 RESPONSIBILITIES OF FIRE MARSHALS**

1.5.1 The Fire Marshal will be appropriately trained and IXION Holdings Limited will undertake to provide marshals with regular retraining as required.

1.5.2 Training will be given to all Fire Marshals before taking up the position. This will include the use and application of Fire Fighting Equipment. In certain circumstances its use may be appropriate but only where there is no personal risk.

1.5.3 Fire Marshals have been appointed and they are responsible for ensuring that their respective areas are cleared in the event of an entire or partial evacuation being ordered.

1.5.4 The Fire Marshal must ensure that, in the event of a fire, the Fire Service has been called.

1.5.5 Following complete evacuation Fire Marshals should ensure that no one returns to the building until told it is safe to do so by the Fire Service Officer.

## **1.6 RESPONSIBILITIES OF FIRST AIDERS**

1.6.1 The First Aider will be in possession of a current First Aid Certificate and IXION Holdings Limited will undertake to provide First Aiders with the facilities to attend regular retraining.

1.6.2 The First Aider will be responsible for ensuring that:-

1.6.3 The First Aid box, which has been assigned to him/her, is correctly stocked and the contents have not passed their 'Best Before' date (replacement items should be ordered via the Health & Safety Management Team).

1.6.4 Correct personal protective equipment is used by them whilst administering first aid within the course of their duties.

1.6.5 Telephone numbers for the local hospital and ambulance service are prominently displayed.

1.6.6 Any dressings etc. used are correctly disposed of, correct disinfectant/cleaning of any contaminated areas.

1.6.7 Accidents beyond the capability of the First Aider are referred, immediately, to the local hospital. In cases where the ambulance service is required, the First Aider must remain with the casualty whilst awaiting

assistance. The First Aider will notify the Department Manager who will ensure that the next of kin are informed.

1.6.8 Accidents are recorded in the Accident Book and details of treatments given. Under no circumstances must any form of medication be administered by First Aiders, except where prior written consent is obtained from the employee concerned and approved by the Chief Executive Officer.

1.6.9 The appointed competent person will examine the Accident Book on a regular basis and note any recurrent injuries, at least twice a year.

1.6.10 The law states that any serious injuries or deaths which occur at the work place must be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). To comply with this, the Incident Contact Centre (ICC) or the local Health and Safety Executive (HSE) office or local authority must be notified within ten days of the accident occurring.

## **1.7 EMPLOYEE RESPONSIBILITIES**

1.7.1 It is the responsibility of every member of staff to have regard to the health and safety of themselves and others who may be affected by any act or omission either inside or outside the workplace while engaged in a work activity. This duty is reinforced by law and criminal penalties may apply.

1.7.2 To read and understand the Company's Health & Safety Policy and to carry out their duties in accordance with its requirements. Employees should communicate with their Department Managers regarding any area of the policy they do not understand, to enable clarification.

1.7.3 To know the safety procedures in the event of fire.

1.7.4 To be aware of the location and identification of First Aiders.

1.7.5 To report any accident or near miss to the First Aiders who will complete the accident book as necessary, in accordance with the accident procedures.

1.7.6 Not to attempt to repair or maintain any plant or workplace equipment without full instruction and training and permission from their Department Manager.

1.7.7 To use and wear all protective clothing or appliances applicable to the task.

1.7.8 Not to obstruct any fire escapes, emergency exits or doors and report any that are obstructed.

1.7.9 Not to attempt to move or lift any item or materials that are too heavy and/or likely to cause injury, and to ask for additional Manual Handling training and/or risk assessment where necessary.

1.7.10 To use the appropriate equipment and/or assistance when attempting to reach items at high levels or moving heavy items, as outlined in the risk assessment.

1.7.11 To ensure Health & Safety requirements are included in the specifications of any contract drawn up with any supplier, including contractors.

1.7.12 To ensure within contract monitoring that any shortfalls within health and safety compliance are brought to the attention of Department Managers, the Health & Safety Management Team or the Appointed Competent Person.

1.7.13 To ensure the health, safety and welfare of any visitors within their care.

1.7.14 To notify Department Managers of any changes in health or welfare, which may affect working activities. In addition, to notify line management of pregnancy immediately it is confirmed.

1.7.15 To report any hazards in the workplace to the Department Managers, the Health & Safety Management Team or the Appointed Competent Person.

1.7.16 To attend any training course given in order to inform or instruct where a need has been identified by Risk Assessment.

## **PART 2 – ARRANGEMENTS**

### **2.1 ACCIDENT / INCIDENT MANAGEMENT**

2.1.1 All accidents/incidents must be reported immediately to the Department Manager and Health & Safety Management Team. This includes:

Accidents – where an accident has occurred and harm / injury is sustained  
Incidents – where an accident has occurred and harm / injury is not sustained  
Near miss – where an incident occurred which could have (under similar circumstances) become an accident

The Health and Safety Management Team will carry out investigation into all accidents under the guidance of the appointed competent person with the assistance and co-operation of the Department Manager.

2.1.2 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

Responsibility for reporting under RIDDOR Regulations is that of the Director and Manager in consultation with the Health and Safety Appointed Competent Person. The appointed competent person will review the incidents recorded in the Accident Book at regular intervals to identify any trends.

### **2.2 CONTRACTORS**

2.2.1 Contractors will be selected on the basis of competence and suitability to undertake the required work, in accordance with the Contractor Control procedure.

2.2.2 All contractors will be required to submit a copy of their Health & Safety Policy and Risk Assessments to the person undertaking the contract before the contract commences. Method statements and safe systems of work will also be required for approval. In addition contractors must provide evidence of adequate insurance cover.

### **2.3 DISPLAY SCREEN EQUIPMENT**

The Health & Safety (Display Screen Equipment) Regulations are for the protection of people, employees and the self employed who regularly use display screen equipment.

Ixion carries out annual DSE assessments for all staff. Any results arising from these assessments are reviewed by the HR Coordinator.

2.3.1 In accordance with Regulation 6, Provision of Training, employers should ensure that all users who make use of their workstations have been provided with adequate health and safety training.

2.3.2 A suitable and sufficient risk assessment should be made to identify any hazards and evaluate the risks. Risk assessment should be made of the following, display screen, keyboard, work desk/surface, work chair, space requirements, lighting and power, noise and heat emissions, environment, software and personnel.

2.3.3 Daily work routines of display screen users should be carefully looked at to ensure that their work is periodically interrupted by breaks or changes of activity so as to reduce their workload at that equipment.

2.3.4 IXION Holdings Limited will cover the cost of any eyesight testing as well as making a contribution towards the cost of glasses or lenses for DSE use which qualify as 'special corrective appliances' under the regulations.

## **2.4 DRUGS, ALCOHOL AND SMOKING**

This statement sets out the IXION Holdings Limited policy in respect of any employee or contractor whose proper performance of their duties is or may be impaired as a result of drinking alcohol or the use of drugs.

2.4.1 As a general rule the company policy is to disallow smoking or taking of alcoholic refreshments or drugs whilst in the workplace. IXION Holdings Limited also does not allow persons that are hung over or under the influence of the previous night's alcoholic or drugs intake to report to or undertake work on its behalf.

**For further information refer to the full range of Health and Safety Procedures.**

## **2.5 ELECTRICAL EQUIPMENT**

IXION Holdings Limited will comply with the Electricity at Work Regulations 1989. Ixion undertakes PAT testing of all appliances on an annual basis.

### **2.5.1 Qualified Staff**

Only trained and qualified persons may be allowed to work on electrical equipment. Any contractor that is utilised must be qualified.

### **2.5.2 Electrical Equipment**

All frayed, torn or split flexible cords and plug tops which are cracked or have broken insulation must be taken out of commission.

Tools and equipment that are smoking, sparking or becoming excessively hot must be switched off, unplugged and removed from use. Tools and equipment that have guards must never be used with guards removed or safety features by-passed.

### 2.5.3 Portable Appliances

All portable appliances must be tested in accordance with the IEE Regulations.

A suitable asset register will be prepared to record each portable appliance. Each time an appliance is tested an inspection certificate should be completed by the person carrying out the test. The Health & Safety Management Team will be responsible for maintaining the Portable Electrical Appliance Register. Staff must not bring into the office any electrical items from home for use at work. Any equipment provided for staff working from home will be maintained as above.

## 2.6 EVENTS

It is the policy of IXION Holdings Limited to arrange and provide events which are safe for members, visitors, staff and others who may be affected by the events as far as reasonably practicable.

2.6.1 A suitable and sufficient risk assessment will be undertaken of each event venue and the health and safety arrangements for each event will be reviewed so as to ensure adequate provision of service, facilities (including access) and emergency co-ordination arrangements. Consideration will be given to special circumstances and effects.

## 2.7 FIRE PRECAUTIONS / EMERGENCY EVACUATION ARRANGEMENTS

### 2.7.1 Responsible Person

The 'Responsible Person' for controlling all aspects regarding fire at IXION Holdings Limited premises will be the Chief Executive Officer. The Chief Executive Officer will ensure that there are systems in place to check that all fire procedures are maintained including fire monitoring, testing and fire fighting equipment.

A separate Fire Evacuation Policy is held in Ixion but a summary of this is as follows:-

### 2.7.2 Means of Escape

Employees will be made familiar with all means of escape from the part of the building in which they work on the first day of employment or relocation from another part of the building.

#### 2.7.3 Action in the event of Fire

All employees will be instructed in actions to take in the event of fire by the Health & Safety Management Team, on the first day of employment.

#### 2.7.4 Means of raising the Alarm

All employees will be made familiar with the means of raising the alarm. All employees will be made familiar with the sound of the alarm signal and must evacuate as soon as the alarm is sounded.

#### 2.7.5 Location and use of Fire Extinguishers

All Fire Marshals must know the location of the nearest fire extinguishers to their normal working station and the general layout of appliances in the building. Fire Marshals will be trained in use of Fire Extinguishers. They should not use the appliances if they have not been trained to do so, and in any case only to facilitate evacuation where fire prevents emergency egress. All fire extinguishers are serviced annually.

#### 2.7.6 Fire Drills

Fire drills will be carried out periodically, or at a minimum twice per annum. Fire bells are tested on a weekly basis.

#### 2.7.7 Out of Hours Working

In the event of meetings taking place out of hours the meeting controller will be responsible for raising the alarm and ensuring the safe evacuation of all those attending and ensuring a full head count at the fire assembly point.

2.7.8 In the interest of staff safety and well being no employee may work alone in the building. If an accident or illness was to occur to an individual, they may not be able to summon assistance. Dual presence also diminishes the possibility of personal attack from third parties.

Staff who have the need to work beyond the building closure time should inform their Department Manager or the key holder for that day, and arrange for another member of staff to be present with them. Both parties should leave the premises at the same time.

## **2.8 FIRST AID ARRANGEMENTS**

Trained/qualified First Aiders are identified with contact numbers on the First Aid notices located around the building.

2.8.1 Should First Aid be required do not move the patient. Summon a First Aider direct or contact Reception.

2.8.2 The Accident Book, which must be completed when ANY form of first aid is administered, is located on reception.

2.8.3 First Aid boxes are located at the First Aiders desks.

**Responsibility for supplies and maintenance of First Aid equipment is that of each First Aider**

## **2.9 HAZARDOUS SUBSTANCES**

### **Control of Substances Hazardous to Health Regulations 2002 (COSHH)**

IXION Holdings Limited will provide a safe working environment and safe procedures for the handling, storage and disposal of hazardous materials, by undertaking suitable and sufficient COSHH assessment.

Information training and instruction on the safe use, storage, handling and control of hazardous substances will be given where appropriate (where Risk Assessments identify a need).

All employees and contractors shall abide by the findings of the COSHH assessments when using hazardous substances and understand the hazards and safety precautions involved, or refer their concerns to the Department Managers, the Health & Safety Management Team or the Appointed Competent Person.

2.9.1 An inventory of any chemicals in use (including those used by contractors will be maintained ) and the use for each chemical identified.

2.9.2 Material Safety Data Sheets (MSDS) will be obtained from the manufacturers of each substance

2.9.3 The Manager is responsible for ensuring that the COSHH assessments of all substances currently in use are carried out and maintaining all COSHH records and the updating of records when the inventory changes.

2.9.4 IXION Holdings Limited will provide all necessary control measures identified by the COSHH Assessment, e.g. Personal Protective Equipment (PPE).

2.9.5 Where substances need to be disposed of they will be through an approved licensed company, and records retained.

2.9.6 Substances should not be decanted into other containers unless they are suitable and correctly labelled.

## **2.10 HEALTH AND SAFETY INDUCTION TRAINING**

2.10.1 Health and Safety Induction training should be refreshed at least annually.

The HR Coordinator will be responsible for new staff induction covering DSE assessments, manual handling basics, home working, safe driving and general health and safety awareness including location of the Policies.

The Office Manager will be responsible for new staff induction covering the areas of fire safety, first aid and PAT testing.

## **2.11 HOUSEKEEPING**

### **2.11.1 Cleanliness**

IXION Holdings Limited will ensure that standards of cleanliness are maintained for all areas including surfaces of floors, walls and ceilings. All workplace furniture, furnishings and fittings will be kept clean and tidy.

Additional cleaning will be provided when necessary to clear up spillages or other soiling. All workplaces will be kept free from waste matter or discharges. It is the duty of every member of staff to clear up any spillages, so as to avoid accidents.

Care will be taken during cleaning operations not to expose any persons to substantial amounts of dust or risks arising from use of cleaning agents, trailing cables etc.

The control of chemicals or other hazardous substances will be assessed to comply with The Control Of Substances Hazardous to Health Regulations 2002 (COSHH) where appropriate.

### **2.11.2 Waste Disposal**

The Company will comply with the Controlled Waste Management Regulations 1992. It will ensure that all waste stored on the premises will be suitably protected and stored, also to supply suitable bags for first aid disposal, so as not to pose a Health & Safety risk either to staff, public, the environment and in keeping with the Fire Regulations.

### **2.11.3 Traffic Routes (vehicles and pedestrians)**

All traffic routes under IXION Holdings Limited's control will be suitable for persons or vehicles. All debris, rubbish etc., will be removed from the traffic routes and all fire escapes, all exits will be kept free of obstacles at all times. All traffic routes, flooring will be maintained in a good state of repair.

## 2.12 Manual Handling

It is IXION Holdings Limited policy to provide safe working procedures and to comply with the Manual Handling Operations Regulations 1992.

2.12.1 All new employees will be given an induction session on manual handling by the HR Coordinator

2.12.2 All employees involved in manual handling operations will be given suitable and sufficient training.

Employees must not lift loads that are heavy, bulky, unwieldy, difficult to grasp, unstable, unpredictable or unsafe (i.e. sharp) without a task-specific risk assessment to identify special hazards, appropriate equipment and suitable training.

## 2.13 MOBILE PHONES

2.13.1 It is IXION Holdings Limited policy that no member of staff should use a mobile telephone whilst driving on IXION Holdings Limited business. Any person prosecuted for such an act may be subject to disciplinary action.

2.13.2 Use of mobile telephones when driving, even when using a 'hands-free' kit is dangerous, taking concentration away from the job in hand i.e. controlling the vehicle.

2.13.3 Mobile telephones should only be used in cars, whilst the vehicle is stationary, parked with the engine off. This includes the use of a 'Hands Free' kit.

2.13.4 Calls should neither be made nor answered when the vehicle is in motion, unless someone else is driving.

Please refer to the Safe Driving Policy as to the use of mobile phones whilst travelling.

## 2.14 HEALTH & SAFETY REQUIREMENTS FOR PREGNANT WORKERS AND THOSE THAT HAVE RECENTLY GIVEN BIRTH

The Management of Health & Safety at Work Regulations 1999.

2.14.1 Risk Assessments will identify any hazards being detrimental to new or expectant mothers.

2.14.2 Upon notification of a worker becoming pregnant or a new or nursing mother, all activities being undertaken will be reassessed on a regular basis throughout the condition. Hazards identified will be controlled or exposure

reduced to a level no higher than the level of risk to be expected outside the workplace. The expectant mother employees must consult with their own doctor.

## THE DANGERS

1. Working with unhealthy substances
2. Violent or stressful environments
3. Manual Handling
4. Confined working space
5. Using an unsuitable workstation

## 2.15 REPORTING ARRANGEMENTS

2.15.1 All health & safety problems / issues must be reported immediately to the Department Manager, the Health & Safety Management Team and the Appointed Competent Person.

2.15.2 The Department Manager will agree action with the reporting person, the Health & Safety Management Team and the Health and Safety Appointed Competent Person.

2.15.3 Problems with high risk (i.e. chance of immediate injury) will be visited immediately by the Department Manager and Health & Safety Management Team and appropriate action taken to avoid the risk.

## 2.16 RISK ASSESSMENT ARRANGEMENTS

### 2.16.1 Workplace Risk Assessments

Risk assessments are carried out on an annual basis on company premises.

Ixon will make a suitable and sufficient assessment of the risks to Health & Safety to employees to which they are exposed whilst they are at work and also to the Health & Safety of persons not in their employment (others).

### 2.16.2 Risk Assessment Records

IXION Holdings Limited will maintain records of all risk assessments carried out, the Assessments will record sufficient detail to satisfy the legislative requirements. If circumstances change the assessment will be reviewed and modified as necessary.

2.16.3 A responsible person will be assigned to implement outstanding control measures / actions, and a programme of monitoring and review will take place. A deadline will be identified for the completion of each outstanding action and review date.

#### 2.16.4 Preventative and Protective Measures

IXION Holdings Limited will take all preventative and protective measures necessary as identified in the risk assessment and apply the following principles:

- a. If possible to avoid the risk altogether.
- b. Combat risks at source.
- c. Wherever possible, adapt work to the individual.
- d. Take advantage of technological and technical progress.
- e. Form a coherent policy and approach.
- f. Give a priority to those measures, which protect the whole workplace.
- g. Risk Assessment of pregnant, new and nursing mothers, young employees and persons with specific disabilities will be addressed by the Manager and the appointed competent person as required.

2.16.5 Risk Assessments and associated Action Plans will be the responsibility of the Health & Safety Management Team.

#### Homeworker Risk Assessments

An annual risk assessment will be carried out for all Home Workers.

#### Driver Risk Assessments

For all staff who use their own vehicles for business use, a driver risk assessment will be completed on an annual basis commencing in April 2009.

#### Events

A risk assessment is carried out for each venue that Ixion holds an event within.

### **2.17 SMOKING**

There is a separate Ixion Smoking Policy that all staff must adhere to. It is the Policy of IXION Holdings Limited that smoking is prohibited in all premises and all areas of the workplace.

### **2.18 STRESS MANAGEMENT**

As an Employer, IXION Holdings Limited is required to take reasonable care to protect the psychological health and safety of its employees.

2.18.1 Our aim is to ensure that employees do not suffer unacceptably high levels of stress at work and, if they become ill, all reasonable steps will be taken to accommodate them.

2.18.2 People react differently to the situations they have to face because we are all unique individuals. Showing signs of stress does not mean you are a weak individual, unable cope, it means you are human like everyone else. Some people have passive personalities whilst others may be very competitive. Life experiences will vary enormously as will our overall

conditioning. Our state of health will also vary – it is far more difficult to cope with the pressures of everyday life when one is feeling unwell. IXION Holdings Limited supports systems to prevent, lessen and alleviate stress:

**Job Descriptions** to bring certainty to the individual's tasks and responsibilities.

**Performance Management** to regularly review staff performance and to identify early, problematic or stressful areas.

**One to one interviews** are available to all staff, to assist in promoting good communications and a positive health and safety culture.

## **2.19 VISITORS**

All visitors, including Ixion employees who are classed as being based working from home, **MUST** sign in / out of reception.

2.19.1 All visitors to IXION Holdings Limited will be given fire/emergency instructions on the back of their visitors badge when they register at reception.

2.19.2 All visitors must wear a 'Visitors Badge' to identify themselves for security and emergency purposes.

2.19.3 Visitors must 'sign out' at reception to facilitate effective roll call in an emergency.

2.19.4 In the event of out of hours meetings at IXION Holdings Limited, the person organising and in control of the meeting will be responsible for all visitors at that meeting.

2.19.5 All visitors must be accompanied upon entering and leaving the building (with the exception of workmen/contractors/maintenance people who need free access to all parts of the building). At all times visitors are the responsibility of the member of staff organising the meeting.

## **2.20 WORK EQUIPMENT**

### **2.20.1 Basic Job Training**

All employees and contractors will be trained in the operation of machinery and equipment specific to their function and employees are required to use all equipment correctly and in accordance with their training and the manufacturers' recommendations, suitable records must be kept.

**All employees shall:**

**NEVER** remove, make inoperative or reduce the effectiveness of any equipment or machinery guard.

**NEVER** operate any equipment or machinery when it is functioning improperly or at any time when its use would be hazardous. Such equipment will be taken out of commission until repair or replacement is effected.

#### 2.20.2 Maintenance

IXION Holdings Limited will ensure that all work equipment is maintained in an efficient state, in efficient working order and in good repair. Suitable records of equipment and maintenance will be kept.

## 2.21 HEALTH AND SAFETY REQUIREMENTS OF YOUNG PERSONS

2.22.1 IXION Holdings Limited recognises that when engaging the services of persons under the age of 18, an assessment of their proposed activities will need to be undertaken.

The assessment will need to take into account their immaturity, inexperience and their lack of perception of danger, the nature of the work activities and any particular hazards.

2.22.2 Where the person is under the school leaving age, the parents / guardians will be notified of the outcome of the risk-assessment and the control measures that are or will be put in place.

## 2.22 HEALTH AND SAFETY REQUIREMENTS OF LEARNERS

Ixon has a separate manual in place for the Health and Safety of Learners under our training delivery contracts.

Please refer to the Training Delivery Procedures Manual for the health and safety management of learners.

## 2.23 DISABILITY ACCESS

2.23.1 Subject to the constraints imposed by the building's structure, IXION Holdings Limited will make reasonable adjustments to its premises and working practices to meet the needs of any employees or visitors within the definition of the Disability Discrimination Act 1995 (DDA)

2.23.2 Staff who are, or become, disabled under the terms of the DDA are responsible for notifying Senior Management who will discuss any implications for the individual or others as appropriate and arrange for reasonable adjustments to be made.

## **2.24 HOME WORKING**

Ixion has a separate Home Worker Policy in place. Please see the Ixion Intranet for this.

This details the arrangements for Home Workers covering the areas of use of premises, insurance, accident reporting, equipment and general safety guidance.

## **2.25 SAFE DRIVING**

Ixion has a separate Safe Driving Policy in place. Please see the Ixion Intranet for this.

This details the responsibilities of the employee in terms of vehicle maintenance and checks, mobile phones and general safety tips for driving when on company business.