

Equal Opportunities, Discrimination and Diversity Policy – Extract taken from the Staff Handbook

Health and Safety

All staff shall ensure that they conduct their duties in a safe manner and do not put either themselves or others at risk. The employee is expected to take responsibility for safe working practices and must follow the guidelines and emergency procedures taught during induction training, to preserve the health and safety of the employee.

It should be recognised that staff cannot be effective employees under the influence of alcohol or drugs; these must not be taken whilst at work. Where deficiencies in safety standards or equipment are noted, then these should be reported immediately to the member of staff responsible for health and safety. The Company has a detailed health and safety policy a copy of which is available upon request. You are required to read the policy and take all necessary steps to comply.

Failure to comply may result in disciplinary action and, in serious cases, dismissal.

i Company Responsibilities

- To provide information, instruction and supervision to enable all employees to contribute positively to their own health and safety at work
- To ensure that electrical equipment and systems of work are safe and do not endanger health
- To provide safe arrangements for the storage, handling and movement of materials and substances
- To provide welfare facilities and benefits so far as is reasonably practicable
- To provide safe means of access to and from places of work, which are under the Company's control

ii Employee Responsibilities

- It is the responsibility of every employee to take reasonable care for the health and safety of himself/herself and others who may be affected by his/her acts or omissions at work
- To co-operate fully with the Company to enable it to comply with any relevant legislation regarding health and safety at work
- To report and co-operate in the investigation of accidents or incidents that may have led or may lead to injury
- To refrain from intentionally or recklessly interfering with or misuse anything provided by the Company in the interests of health, safety and welfare in pursuance of the relevant legislation

iii Alcohol and Drugs

Under legislation we, as your employer, have a duty to ensure so far as is reasonably practicable, the health and safety and work and welfare at work of all our employees and similarly you have a responsibility to yourself and your colleagues. The use of alcohol and drugs may impair the safe efficient running of the business and /or the health and safety of our employees.

If your performance or attendance at work is affected as a result of alcohol and drugs, or we believe you have been involved in any drug related action/offence, you may be subject to disciplinary action and, dependant on the circumstances, this may lead to your dismissal.

iv Hygiene

- Any exposed cut or burn must be covered with a first aid dressing
- If you are suffering from an infectious or contagious disease or illness such as rubella or hepatitis you must not report for work without clearance from your own doctor.

v No Smoking

Our smoking policy of no smoking should be adhered to at all times.

vi Adverse Weather Conditions

Employees should assess the risk before setting out on journeys where there is a risk of adverse weather conditions. Consider alternative forms of transport and obtain the appropriate authorisation from their Line Manager.

When facing adverse conditions during a journey the Company recommends that the driver stops in a safe location and obtains further advice regarding the ongoing conditions.