



Health & Safety Policy

Shared Intelligence recognises and accepts its responsibility to provide and maintain a healthy and safe working environment. We are committed to enabling staff to carry out their work in an environment that minimises risk to their health and safety and ensures that contractors, cleaners, visitors, temporary workers and any members of the public who have occasion to visit our premises are afforded the same treatment.

Shared Intelligence has undertaken a risk assessment in each office, which is repeated annually and has as a result undertaken all necessary immediate action to ensure a safe and healthy working environment in the following areas:

1. Removed all slipping/tripping/falling hazards;
2. Manual handling;
3. Proper use of display screen equipment;
4. Consideration of ergonomics with regards to work space and furniture;
5. Electrical and lighting safety;
6. Heating/ventilation;
7. First Aid and welfare provisions, including accident and injury procedures; and
8. Procedures for safe travel whilst undertaking Si work or travelling to and from the office.

Our Health and Safety procedures have been designed in consultation with all our permanent members of staff. The purpose of this is to ensure that all potential risks are identified, prioritised and addressed within an appropriate time period.

This is combined with employees own responsibility to be continually aware of health and safety in their working environment, and to ensure their own and their colleagues health and safety at all times. Consultation also means that staff take ownership of their working environment.

Shared Intelligence has a programme of training and information dissemination in place to ensure that staff are able to carry out their jobs safely. In return, staff members must inform the Health & Safety Monitoring Officer of any potential risk that they identify and speak out if they feel there is a hazard that would make it dangerous for them to perform a specific task.

Shared Intelligence employs two members of staff who are qualified in first aid, and owns a full medical kit in order to treat minor injuries. The Shared Intelligence office in York is currently undertaking the First Aid at Work course recognised by the Health and Safety Executive. The first aid kit is held by the primary First Aid Officer, notices are present to remind staff of who they should see and where they should go in the event of an accident. Shared Intelligence provides staff with a means of reporting incidents in the way of an accident book, held by the First Aid Officer. Reports should be completed as quickly as possible after the incident (before memories fade) and give full details of the victim (age, sex, occupation, etc) and of the accident (time, date, circumstances). It should list witnesses, describe the injuries sustained, first aid administered, and note whether (and if so, when) an ambulance was called, and when the ambulance arrived and departed.

Shared Intelligence is committed to ensuring policies, procedures and training are put in place that meet legal requirements, and are effective and simple to put into practice. Shared Intelligence has made a formal commitment to its staff to ensure compliance with Health and Safety Rules and Regulations and to keep this under review. In return, staff are committed to following existing procedures consistently to ensure a healthy and safe working environment is maintained.

Shared Intelligence has arranged material in its office so that everything is easily accessible and should not require climbing, use of ladders or the manual handling of heavy furniture or apparatus. It is made clear to staff that they should not undertake these activities.

Shared Intelligence does not undertake any activities or use any form of machinery or equipment that may require personal protective equipment or put employees at risk from noise pollution or exposure to vibration.

Shared Intelligence has conducted a Fire Risk Assessment in line with satisfying the requirements of the Fire Precautions (Workplace) (Amendment) Regulations 1999. As a result of this, Shared Intelligence has identified that the Fire Hazard is low and the potential consequences of fire present a moderate risk. Shared Intelligence has arranged for the appointed Fire Safety Officer to undergo appropriate training within the next 6 months.

Shared Intelligence is committed to making new employees aware of the company fire procedure and potential risks. The Company will inform employees in writing about any changes in this procedure. Further to this however, it is the employee's responsibility to keep abreast of any new procedures or information. This information will be made readily available by the Health and Safety Officer.

Shared Intelligence occupies offices within a building. In London, reception has to grant the permission of visitors to access the building and in York all visitors must report to a managed reception. Therefore, this does not pose a risk for lone working. Staff receive guidance on ensuring that doors and windows are secured. All staff have their own keys and knowledge of the alarm system. Outside of normal working hours, care is taken to ensure that the last member of staff in the building each day is aware that they are alone and intruders cannot enter the building without a key.

Shared Intelligence is committed to ensuring the safety of its employees both on and off company property. Shared Intelligence undertakes the following policy for lone workers. Employees are asked to check that their mobile telephone is fully charged whenever they travel on a business related trip and to let somebody in their office know where they are travelling to and when they plan to leave. It is also Company policy that all staff should use Taxis when travelling outside office hours or if they are travelling to a destination they consider to be unsafe. Employees should also ascertain that they use licensed taxis.

Shared Intelligence is an equal opportunities employer and is committed to providing equal opportunities throughout employment including the recruitment, training and promotion of workers. Shared Intelligence understands the requirements of the Disability Discrimination Act 1995 particularly in relation to Health and Safety. Reasonable adjustment to the workplace shall be undertaken, where necessary, in full consultation with the Employment Medical Advisory Service (EMAS).

This policy is a working document, which will be reviewed every 6 months and updated by the Health & Safety Officer based on current practice and changing circumstances. Shared Intelligence welcomes the contribution of its staff to the revision of this document.